BUSINESS OPERATIONS, APPLICATIONS, & TECHNOLOGY

The Business Operations, Applications, and Technology program prepares the student for a career in a professional office environment. As the business office relies increasingly on technology, organizations need well-trained, capable individuals to ensure that daily tasks are handled efficiently and effectively. In the program, students will learn the technical and interpersonal skills that will make them key players in day-to-day operations. Students will study the current Microsoft Office applications including Word, Excel, Access, PowerPoint, Outlook, Publisher and other communications technologies, allowing them to develop skills that will move them to the top of an organization's must-hire list.

Degrees & Certificates Offered (Evansville Campus):
Associate of Applied Science (AAS) (on campus or online)
Associate of Science (AS)
Microsoft Office Specialist (C)
Technical Certificate (TC)

Typical Careers:
Executive Assistant
Administrative Assistant
First Line Manager
Legal and/or Medical Secretary
Software Application Specialist
Office Assistant
Customer Service Representative

POINTS OF PRIDE

▶ Over 12,000 jobs available with a median salary of over $20.00 per hour.

▶ The Business Operations, Applications, and Technology program within the School of Business is accredited by the ACBSP.

▶ The job growth for an administration assistant is projected to be 12% by 2020 (Source: Bureau of Labor Statistics).

▶ The Office/Administrative Assistant occupation is rated among the Top 10 jobs requested in Indiana (Source: Indiana Skills).

▶ Students are provided with skills necessary to proficiently use Microsoft Office programs and are given the opportunity to earn Microsoft Office Specialist (MOS) certifications.

IVY TECH COMMUNITY COLLEGE

IVYTECH.EDU/BOAT
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