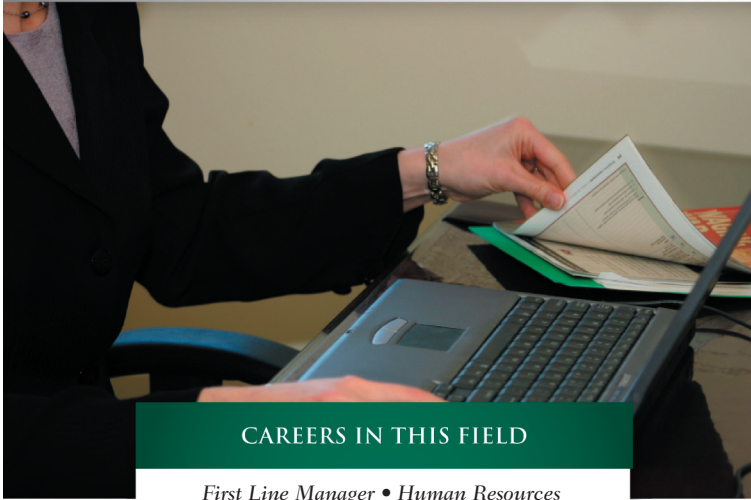


BUSINESS ADMINISTRATION



CAREERS IN THIS FIELD

First Line Manager • Human Resources

Marketing • Real Estate

Restaurant Assistant Manager • Sales Assistant

ABOUT THE PROGRAM

Whether your career goal is to start your own business, advance your career in an existing business, or continue your education at a four-year institution, the Business Administration program can be a stepping stone on your path to success. The program provides outstanding career opportunities by giving you new job skills or improving the ones you have.

HIGHER EDUCATION. LOWER COST. PERFECT VALUE.

Get more for your money with classes that are close to home and a fraction of the cost of other colleges and universities in Indiana. Whether you want to move up in your field or enter a new field, Ivy Tech can help you get the skills you need. And if you want to continue on to a four-year degree, Ivy Tech helps make it affordable.

TRANSFER OPPORTUNITIES

Credits from individual Ivy Tech classes transfer to colleges and universities throughout Indiana—and in some cases, entire programs transfer. Whether you are considering a program with a career in mind or want to save money by starting your bachelor's degree at Ivy Tech, transfer options are a great way to get started.

Not all concentrations are offered at all campuses. Please contact the Columbus/Franklin Region of Ivy Tech Community College campus for more information.

To learn more about employment and salary information for careers in this field, visit the U.S. Department of Labor's Bureau of Labor Statistics website at bls.gov and the official career site of the State of Indiana, indianacareerconnect.com.

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

Two-year Associate of Applied Science degree programs prepare students for careers, career changes and career advancement. AAS programs may also prepare students for transfer to four-year institutions. The program content, which is approximately 30 percent general education, provides depth and breadth in conceptual and professional/technical skills. Professional/technical courses equip students with the skills to obtain employment and to advance in the workforce.

ASSOCIATE OF SCIENCE (AS) DEGREE

Two-year Associate of Science programs typically contain 40 percent or more general education, with the balance in technical and professional courses. The coursework provides students with a foundation for transfer to a related baccalaureate program at a four-year institution, and equips students with skills for the job market.

TECHNICAL CERTIFICATE (TC)

One-year Technical Certificate programs provide education in conceptual and technical skills for specific occupations. Each program contains a sequence of required courses in a recognized concentration within a program.

CERTIFICATE (C)

Certificates are sequences of technical and professional courses. They provide access to targeted, short-term workforce training, and completers may sit for specific certification exams. Certificate programs generally take less than one year to complete.

CONCENTRATIONS IN THIS PROGRAM

HUMAN RESOURCES MANAGEMENT (CERTIFICATE ONLY)

Leads to employment in a business related profession, completion of an AAS degree in Business Administration and in preparation for Professional Human Resource Certification based on criteria found at www.hrci.org/certification/2008HB/.

