Welcome

We appreciate your interest in Ivy Tech Community College and the Business Administration Program.

A degree in Business Administration gives you the broad background you will need for general administrative and management positions in a variety of business environments. Our program combines general education courses with a core curriculum that introduces you to all aspects of business. Course work stresses case analysis, problem solving, and development of oral and written communication skills.

The success of our graduates in areas such as management, sales/marketing, retail, and human resources demonstrates the benefits gained from choosing the Business Administration Program. We understand the busy lifestyles of our students, and we offer a variety of day, evening, and online course scheduling options so you can learn when it is most convenient for you.

Ivy Tech Community College - Bloomington
Admissions:
888-IVY-LINE
(888-489-5463)
www.ivytech.edu

Business Administration Curriculum and Course Descriptions

Curriculum for Business Administration varies based on the degree or certificate and is subject to change.

Go to ivytech.edu/business-admin to find recommended course curriculum and course descriptions.

Ivy Tech Community College
200 Daniels Way
Bloomington, IN 47404
Phone (812) 332-1559
Toll-free (866) 447-0700
www.ivytech.edu
Overview

Business Administration is an exciting and diverse field which focuses on management, operations, business development, finance, sales/marketing, and human resources. It prepares graduates for entry-level and middle management career opportunities in business, industry, and entrepreneurship. It also provides the foundation courses and pathways for students planning on transferring to a four-year institution to complete their Bachelor’s Degree.

Transfer Options

Graduates of our program continue to pursue their education and Bachelor’s Degree at Indiana University, Indiana State University, Ball State University, Indiana Wesleyan University, and IUPUI among others.

Careers in Business Administration

- Management
- Human Resources
- Marketing
- Non-Profit
- Operations
- Entrepreneurship

Business Administration Degrees & Certificate

ASSOCIATE OF APPLIED SCIENCE (AAS) DEGREE

Two-year Associate of Applied Science degree programs prepare students for careers, changes, and advancement. AAS programs also provide a foundation for students to transfer to four-year institutions. The program content provides depth and breadth in conceptual and professional/technical skills. Courses equip students with the skills to obtain employment and to advance in the workforce.

ASSOCIATE OF SCIENCE (AS) DEGREE

A two-year Associate of Science program typically contains 50% or more general education with the balance being 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 them with skills for the job market.

TECHNICAL CERTIFICATE (TC)

A one-year Technical Certificate provides education in conceptual and technical skills for specific occupations. It contains a sequence of required courses.

Graduate Employment

A degree in Business Administration gives students the broad background needed for general administrative and management positions in a variety of business environments. Examples of graduate placement are shown below.

<table>
<thead>
<tr>
<th>OCCUPATION</th>
<th>EMPLOYER</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Operations Manager</td>
<td>Indianapolis Car Exchange</td>
<td>Whitestown, IN</td>
</tr>
<tr>
<td>Co-Owner</td>
<td>Michael Casad</td>
<td>Bloomington, IN</td>
</tr>
<tr>
<td>Executive Administrative Assistant</td>
<td>Bloom Marketing Group</td>
<td>Bloomington, IN</td>
</tr>
<tr>
<td>Formulation Technician</td>
<td>Baxter Pharmaceuticals</td>
<td>Bloomington, IN</td>
</tr>
<tr>
<td>Loan Collections Specialist</td>
<td>Owen County Bank</td>
<td>Spencer, IN</td>
</tr>
<tr>
<td>Manager</td>
<td>Smoothie King</td>
<td>Dyer, IN</td>
</tr>
<tr>
<td>Marketing Associate</td>
<td>Bloom Marketing</td>
<td>Bloomington, IN</td>
</tr>
<tr>
<td>Office Assistant/ Shipping Coordinator</td>
<td>Heitink Veneers</td>
<td>Bloomington, IN</td>
</tr>
<tr>
<td>Office Manager</td>
<td>Indiana University</td>
<td>Bloomington, IN</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>CVS Pharmacy</td>
<td>Brownsburg, IN</td>
</tr>
<tr>
<td>Sales Representative</td>
<td>Linton Sporting Goods</td>
<td>Linton, IN</td>
</tr>
</tbody>
</table>

Internship Information

Internships are highly recommended for students pursuing a degree in Business Administration. An Internship gives students the opportunity to be employed in a local community in a position that is specifically related to their career objectives. It provides on-the-job experience while earning credit toward an Associate’s Degree. Interns apply theories from textbooks and the classroom to the realities and practicalities of the workplace with emphasis on identifying business protocol and ethics. They develop the vocabulary and language of the occupation related to the Internship while exploring and validating their technical career decision.