Administrative professionals manage and maintain all aspects of an office environment; extensive knowledge of office-related software and strong communication skills are required.

**DEGREE OPTIONS**
- Small Business Technology Basic Technical Certificate 1 year
- Business Technology Basic Technical Certificate 1 year
- Accounting Technology Intermediate Technical Certificate 1.5 years
- Administrative Technology Intermediate Technical Certificate 1.5 years
- Accounting Technology Associate of Applied Science 2.5 years
- Administrative Management Technology Associate of Applied Science 2 years
- Small Business Technology Associate of Applied Science 2 years
- Bachelor of Applied Science 4+ years

**CAREER OPPORTUNITIES**
- Schools and colleges
- Government agencies
- Professional offices
- Private industry
- Small business ownership

**COMPETITIVE ENTRY**
No

**PROGRAM START**
August/January

**TUITION AND FEES**
- Associate Degree $17,162

**BOOKS AND SUPPLIES**
- Associate Degree $2,640

**PREREQUISITES**
None

**LOCATION**
Pocatello Campus
ESTEC Building (#49)

**CLASS SCHEDULE**
Monday through Friday
8:00 a.m. to 3:00 p.m.

**WRITING: 68**  **PRE-ALGEBRA: 38**  **ENGLISH: 14**  **MATH: 14**  **ENGLISH: 360**  **MATH: 320**

**COMPASS**

**ACT**

**SAT**

My favorite part of the College of Technology and the Business Technology program is that it taught me real world skills I was going to use in a business setting. The instructors here actually have experience in the things that they’re teaching, so they’re very good about teaching it and sharing their experiences.

- Tyler Liddle, Business Technology Graduate

100% GRADUATES EMPLOYED OR CONTINUING EDUCATION LAST YEAR

$37,250 $33,245

(208) 282-2800

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