



## Business Technology II Certificate

<http://catalog.ivcc.edu/guidesheet/certificate/businessstechnologyii/>



This Career Pathway Plan of Study can serve as a guide, along with other career planning materials, as learners continue on a career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals.

EDUCATION LEVELS	GRADE	English/ Language Arts	Math	Science	Social Studies/ Sciences	Other Required Courses Other Electives Recommended Electives Learner Activities	Career and Technical Courses and/or Degree Major Courses	SAMPLE Occupations Relating to This Pathway
<b>SECONDARY</b>	<b>9</b>	English I	Algebra I Geometry	Physical Science	World History	Consumer Ed, Am. Gov., Speech		<ul style="list-style-type: none"> <li>➤ Account Manager</li> <li>➤ Call Center Support Representative</li> <li>➤ Customer Service Representative</li> <li>➤ Data Systems Designer</li> <li>➤ Database Administrator</li> <li>➤ Database Analyst</li> <li>➤ E-Business Specialist</li> <li>➤ Help Desk Specialist</li> <li>➤ Info Systems Architect</li> <li>➤ Instructional Designer</li> <li>➤ Maintenance Technician</li> <li>➤ PC Support Specialist</li> <li>➤ PC Systems Coordinator</li> </ul>
	<b>10</b>	English II	Geometry Algebra II	Biology				
	<b>11</b>	AP English Language English III	Algebra II Pre-Calculus	Chemistry	US History	11th grade; Take IVCC Placement test		
	<b>12</b>	English IV	Pre-Calculus Calculus	Physics			<p><b>DUAL CREDIT COURSES*</b> (see high school counselor)</p> <p>The following courses may be offered as dual credit at the Area Career Center &amp; some high schools <b>CSP 1203, CSP 1230</b></p>	
To view detailed descriptions of the below courses, go to: <a href="http://catalog.ivcc.edu/courses/">http://catalog.ivcc.edu/courses/</a>								
<b>POSTSECONDARY</b>	<b>13</b>	<p><u>FALL</u> <b>ENG 1200**</b> Grammar Skills for The Workplace</p> <p><u>SPRING</u> <b>SPH 1204**</b> Oral Communication Skills for Business, Industry &amp; Technology</p>	<p><u>FALL</u> <b>BUS 1230</b> Math for Business and Finance</p>			<p><u>REQUIRED COURSES</u> <b>SDT 1203</b> Job Seeking Skills</p>	<p><u>FALL</u> <b>BUS 1010</b> Introduction to Business <b>CSN 1200</b> Using the Internet/World Wide Web <b>CSP 1203*</b> Microsoft Office Professional I <b>CSP 1230*</b> Computer Keyboarding Applications</p> <p><u>SPRING</u> <b>CSM 2240</b> Office Management <b>CSO 1202</b> Microsoft Windows <b>CSP 1231</b> Adv Keyboarding/Document Formatting <b>CSP 2203</b> Microsoft Office Professional II</p>	
	<b>14</b>	<p><u>FALL</u> <b>ENG 1205**</b> Writ Comm Skills for Bus Ind &amp; Tech</p>				<p><u>FALL</u> <b>ACT 1210</b> Fundamentals of Accounting <b>CSM 1209</b> Management Information Systems <b>CSP 2204</b> Microsoft Office Professional III <b>ECN 1202</b> Fundamentals of Economics</p>		
<b>Year 15 Continue to Associate in Applied Science Degree</b>								
** Go to <a href="http://www.catalog.ivcc.edu/autosubstitutions/">www.catalog.ivcc.edu/autosubstitutions/</a> to view allowed substitutions for required courses that may be offered as Dual Credit/Dual Enrollment at area high schools								2/25/16