



Business Technology I Certificate

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



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
SECONDARY	9	English I	Algebra I Geometry	Physical Science	World History	Consumer Ed, Am. Gov., Speech		<ul style="list-style-type: none"> ➤ Account Manager ➤ Call Center Support Representative ➤ Customer Service Representative ➤ Data Systems Designer ➤ Database Administrator ➤ Database Analyst ➤ E-Business Specialist ➤ Help Desk Specialist ➤ Info Sysms Architect ➤ Instructional Designer ➤ Maintenance Technician ➤ PC Support Specialist ➤ PC Systems Coordinator
	10	English II	Geometry Algebra II	Biology				
	11	AP English Language English III	Algebra II Pre-Calculus	Chemistry	US History	11th grade; Take IVCC Placement test		
	12	English IV	Pre-Calculus Calculus	Physics			DUAL CREDIT COURSES* (see high school counselor) The following courses may be offered as dual credit at the Area Career Center & some high schools CSP 1203, CSP 1230	
To view detailed descriptions of the below courses, go to: http://catalog.ivcc.edu/courses/								
POSTSECONDARY	13	<u>FALL</u> ENG 1200** Grammar Skills for The Workplace <u>SPRING</u> SPH 1204** Oral Communication Skills for Business, Industry & Technology	<u>FALL</u> BUS 1230 Math for Business and Finance			<u>REQUIRED COURSES</u> SDT 1203 Job Seeking Skills	<u>FALL</u> BUS 1010 Introduction to Business CSN 1200 Using the Internet/World Wide Web CSP 1203* Microsoft Office Professional I CSP 1230* Computer Keyboarding Applications <u>SPRING</u> CSM 2240 Office Management CSO 1202 Microsoft Windows CSP 1231 Adv Keyboarding/Document Formatting CSP 2203 Microsoft Office Professional II	
	Year 14 Continue to Associate in Applied Science Degree							

** Go to www.catalog.ivcc.edu/autosubstitutions/ to view allowed substitutions for required courses that may be offered as Dual Credit/Dual Enrollment at area high schools