Business Technology
Associate in Applied Science
http://catalog.ivcc.edu/guidesheet/associate/businesstechnology/

ILLINOIS VALLEY COMMUNITY COLLEGE

Business Management & Administration

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		➢Account Manager ➢Applications Integrator ➢Call Center Support Representative ➢Customer Service Representative ➢Data Systems Designer ➢Database Administrator ➢Database Analyst ➢E-Business Specialist ➢Help Desk Specialist ➢Information Systems Architect ➢Instructional Designer ➢Maintenance Technician ➢PC Support Specialist ➢PC Systems Coordinator ➢Product Support Engineer ➢Support Engineer ➢Systems Analyst
	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/**

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POSTSECONDARY	13	*FALL* **ENG 1200**** Grammar Skills for The Workplace *SPRING* **ENG 1205**** Writ Comm Skills for Bus Ind & Tech **SPH 1204**** Oral Communication Skills for Business, Industry & Technology	*FALL* **BUS 1230** Math for Business and Finance		*SPRING* **PSY 2200**** Human Relations in the World of Work	*REQUIRED COURSES* **HPE 1000**** Wellness **SDT 1203** Job Seeking Skills *ELECTIVES (3 semester hours)* from the following **ACT 1280, ALH 1001, BUL 2000, EDC 1000, EDC 1203, HSR 1000**	*FALL* **BUS 1010** Introduction to Business **CSN 1200** Using the Internet/World Wide Web **CSP 1203*** Microsoft Office Professional I **CSP 1230*** Computer Keyboarding Applications *SPRING* **CSO 1202** Microsoft Windows **CSP 1231** Adv Keyboarding/Document Formatting **CSP 2203** Microsoft Office Professional II	
	14						*FALL* **ACT 1210** Fundamentals of Accounting **CSM 1209** Management Information Systems **CSP 2204** Microsoft Office Professional III **ECN 1202** Fundamentals of Economics **PHL 1002** Ethics *SPRING* **CSM 2240** Office Management **CSP 2201** Help Desk/User Support **CSP 2222** Business Tecnology Internship	

Year 15 & 16 Continue courses in the area of specialization

** 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