



High School

Technical Studies		
10-101-107	Principles of Accounting	3 credits
10-102-112	Intro to Business	3 credits
10-103-120	MS Office Suite	2 credits
10-106-102	MS Office Desktop Publishing	1 credit
10-106-166	Office Fundamentals	3 credits
10-114-175	Financial Planning	3 credits
10-104-151	Principles of Marketing	3 credits
10-106-140	Meeting & Event Mgmt	3 credits
General Studies		
10-801-195	Written Communication	3 credits
10-801-196	Oral/Interpersonal Comm	3 credits
10-809-196	Intro to Sociology	3 credits
10-809-199	Psychology of Human Relations	3 credits
10-809-195	Economics	3 credits



**Fox Valley
 Technical College**

**Additional coursework needed to complete
 Business & Administrative programs*:**

Technical Studies	22-31 credits
General/Elective Studies	6 credits

*dependent on career track focus



Career Options

Graduates of the FVTC Business & Administrative AAS programs may locate employment in a wide cross-section of businesses and industries. Typical positions include:

Operations Supervisor	Administrator
Staff Coordinator	Team Leader
Analyst	Entrepreneur