

Persuading

Engineering,
Technology and
Manufacturing
Pathway

Arts and
Humanities
Pathway

Health and
Human Services
Pathway

Accountant

Courier

Solving

Auditor

Business,
Marketing and
Information
Systems
Pathway

Housekeeper

Supervising

Numbers

Computers

Auctioneer

Consultant

Paralegal

Business manager

Banker

Travel Agent

Cashier



Provide lifelong learning that will utilize cooperation among the business sector, educators and the community for the creation of a successful workforce.

Do you have the ability to...

Plan and direct activities?

Talk and work with other people?

Think logically and make decisions?

Work with money?

Skillfully communicate with others (oral, written, listening)?

Use math (numbering/reasoning) skills?

Use leadership skills?

Be reliable, organized, and efficient?

Be a self – starter?

Entry Level Careers

On - The - Job Training High School Diploma

Adjustment Clerk
Auctioneer Bank
Teller Bill/Account
Collector Billing Clerk
Cashier
Clerk
Courier
Day Care Owner
File Clerk Hotel
Clerk
Housekeeper
Receptionist
Stock Clerk
Telemarketer
Word Processor

Skilled level Careers

Specialized Schools Community College

Administrative Assistant
Bookkeeper Building
Manager Claims
Adjuster Computer
Networker Cost
Estimator Dispatcher
Executive Secretary
Food Service Manager
Insurance Agent
Micro Computer Tech
Paralegal
Personal Banker
Real Estate Appraiser
Travel Agent
Warehouse Supervisor

Professional Level Careers

4 - Year College Degree Advanced Degree

Accountant
Air Traffic Controller
Airport Manager
Auditor
Banker
Business Manager
Administrator
Consultant
Data Analyst
Employment
Specialist
Farm Owner/Manager
Mortgage Banker
Production Planner
Stock Broker
Urban Planner

Recommended Courses

Graduation Requirements

Courses	Credits
English.....	4
9th English	
World Lit.	
American Lit.	
Senior English	
College or AP English	
Math.....	3
Science.....	3
Social Studies.....	3
World Cultures	
World History	
American History	
Gov. / Econ.	
College Gov. / Econ.	
PE / Health	2
Electives	<u>13</u>
Total:	28

Suggested Electives

Accounting I, II	Foreign Language
Ag. Business	Intro to Business
Business Graphic Design	Intro to Mentorship
Business Law	Mentorship I – III
Business Management I, II	Money Management Strategies
Business Marketing	OJT
Computer Skills I, II	Office Skills
Cooperative Office Ed.	Prof. Web Design
Coop Work Exper.	Speech and Debate
Computer and Tech Essentials	Web Page Creation I, II
Consumer and Finance	Word Processing /Desktop Publishing
Entrepreneurship	

Related Activities

You can enhance your education with experience outside the classroom. A part – time job and volunteer work can provide experience in your interest area. Hobbies, sports, church, and club activities provide exploration into a variety of activities and lessons in cooperation with others. Any activity that helps you demonstrate that you are motivated, responsible, and dependable will be important to you when applying for a job, scholarships or college admission.

Extracurricular Activities

4-H	Music
Art Club	National Honors Society
Athletics	Odyssey of the Mind
Career Fairs	School Plays
DECA	School Yearbook
Drama	School Publications
FBLA	Speech / Debate
Future Problem Solvers	Student Aides
Math Competitions	Student Government

Community Activities

Boy / Girl Scouts	Food Drive
Boys' and Girls' State	International Club
Campaign Worker	Non Profit Fund Raising
Career Day	Part - Time work
Child Care	Volunteering
Church Organizations	Youth Organizations
Congressional Award	VITA

The United States Department of Education has identified Sixteen Career Clusters. The Business, Marketing and Information Systems Pathway includes:

- Business, Management, and Administration
- Finance
- Government and Public Administration
- Information Technology
- Marketing, Sales and Service

Articulated programs available with Gillette/Sheridan College:

- Accounting
- Business Administration
- Criminal Justice
- Management
- Marketing

