

Persuading

**Engineering,
Technology and
Manufacturing
Pathway**

**Arts and
Humanities
Pathway**

**Health and
Human Services
Pathway**

**Business,
Marketing and
Information
Systems
Pathway**

Courier

Accountant

Solving

Auditor

Housekeeper

Supervising

Numbers

Computers

Auctioneer

Consultant

Paralegal

Business manager

Banker

Travel Agent

Cashier



Providing 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 |
| English | |
| Enriched English | |
| Literature | |
| Senior English | |
| Senior Speech | |
| College or AP English | |
| Math..... | 3 |
| Science..... | 3 |
| Social Studies..... | 3 |
| World Cultures | |
| World History | |
| U.S. History | |
| College U.S. History | |
| Government | |
| Economics | |
| PE / Health | 2 |
| Electives | <u>12</u> |
| Total: | 27 |

Suggested Electives

| | |
|------------------------------|----------------------------------|
| Accounting I, II | Microsoft Office I & II |
| Ag Business | Money 101 |
| Business, Introduction to | OJT (On the Job Training) |
| Business Management I, II | Speech, Intro to Public Speaking |
| Business Marketing | Web Page Creation I, II |
| Career Pathways | Web Design, Professional |
| Career Pathways Mentorship | |
| Career Pathways Internship | |
| Computer Science | |
| Cooperative Office Education | |
| Cooperative Work Experience | |
| Entrepreneurship | |
| Foreign Language | |
| Mentorship | |

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 II