

Business, Finance and Information Technology Pathway

This pathway is designed to prepare students in the world of business, finance and information services.

Pathway Focus Areas

***Accounting and Finance (F) *Business Management and Marketing (BM) *Information Technology(IT)**

Are you interested in ...	Can you...	Do you enjoy...
A business environment Advertising Computers and technology Different work sites Insurance Office management Presentations to groups Sales Record keeping Telecommunications	Organize your time efficiently Pay attention to details Show initiative Solve problems Work easily with others Work Independently Work on a team Work with statistics Use computers and other technology	Following directions Learning new software programs Making budgets Meeting with groups Organizing a project Planning an event Preparing Financial reports Processing numbers and figures Selling products and services Working with technology

If you answered “yes” to most of these questions, you might consider a future in one of the same occupations listed below based on their level of post-secondary training.

Sample Careers

Entry (OJT)	Technical/Skilled (1-3 yrs)	Professional (4 + yrs)
Accounts payable Office Manager (BM) Administrative Assistant (BM) Bank Teller (BM) Book Keeper (F) Cashier (F) Computer Operator (IT) Customer Service Representative (BM) File Clerk (BM) Payroll Clerk (F) Reservation/Travel Agent (BM) Retail Sales Clerk (BM) School Secretary (BM) Telemarketer (BM) Title Searcher (F)	Bank Collection Officer (F) Claims Adjuster (F) Computer Programmer (IT) Computer Salesperson (BM) Desktop Publisher (IT) Medical Secretary (BM) Production Support Analyst (IT) Real Estate Agent (BM) Restaurant Manager (BM) Retail Buyer (BM) Sales Representative (BM) Software Engineer (IT) Tax Preparer (F)	Bank President (BM, F) Certified Public Accountant (F) Chief Executive Officer (BM) E-Commerce Analyst (IT) Economist (F) Financial Planner (F) Hospital Administrator (BM) Human Resources Manager (BM) Marketing Manager (BM) Operations Analyst (IT) Systems Analyst (IT) Tax Examiner (F)

Check out Occupational Outlook Handbook – www.bls.gov/OCO/ or check your Choices profile

Holland Codes for Business	Conventional	Enterprising
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