



Career Major: Business & Info Systems

Northville Central School Counseling Office

2009-2010

People working in this field support public and private enterprises by managing people and information. They perform such activities as planning, training, promoting, consulting, researching and reporting. These activities result in the creation, storage and retrieval/distribution of information. Business and Information careers include an exciting variety of occupations for people who enjoy buying, selling, finance, banking, international trade, clerical work and much, much more.

High School Business & Info Systems Classes

Business & Info Systems Grade 9:

- * English 9
- * Global Studies 9
- * Physical Education HS 9-12
- * Studio Art or Music in our Lives or DDP
- * Spanish II
- * Earth Science
- * Integrated Algebra

Business & Info Systems Grade 10:

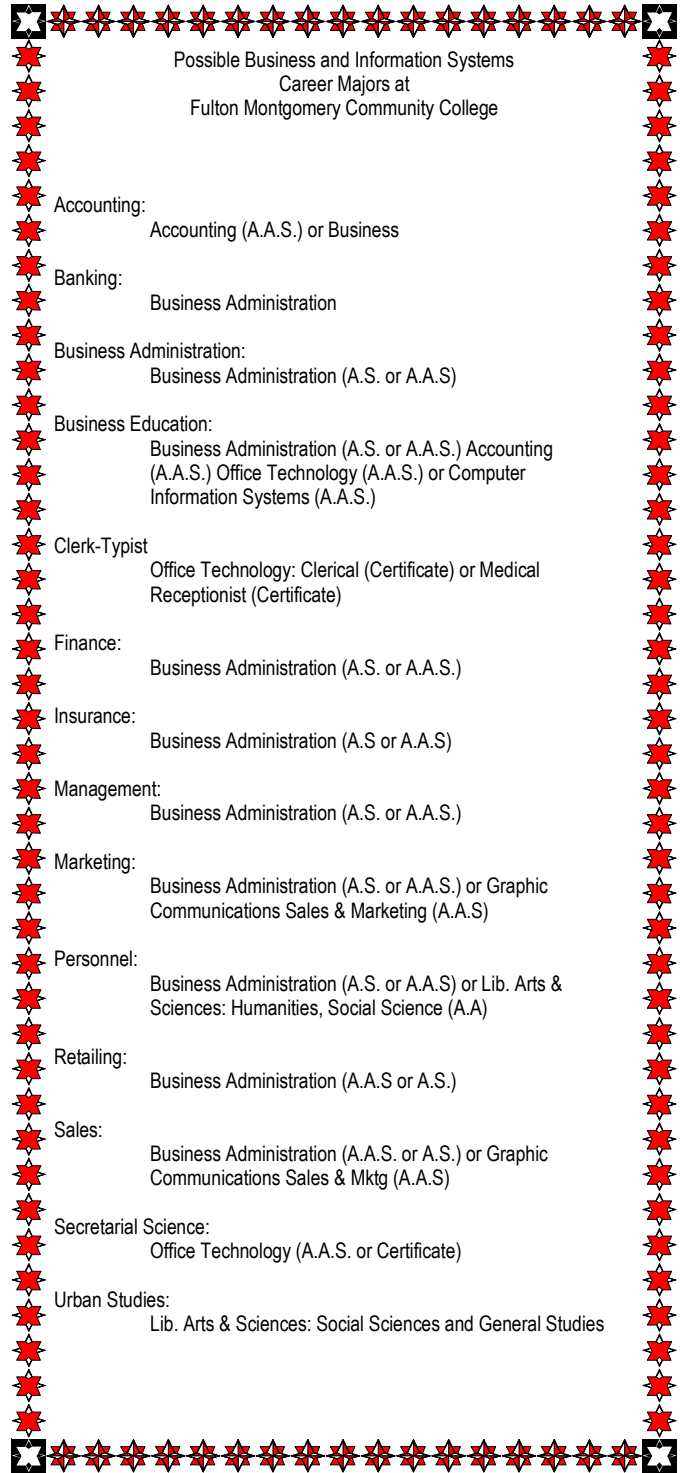
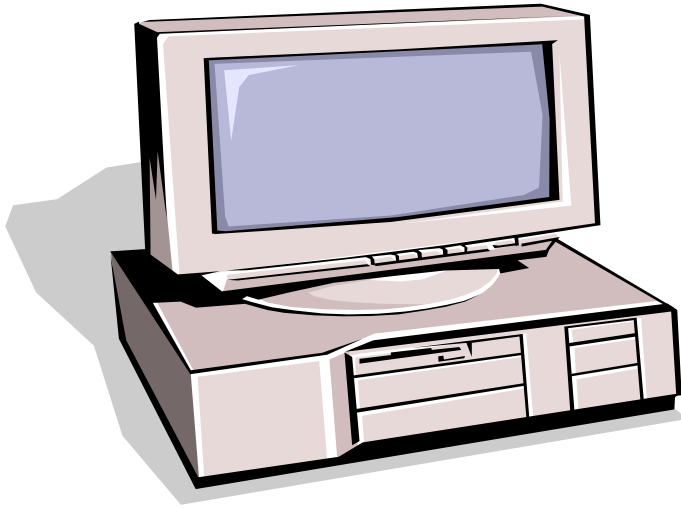
- * English 10
- * Biology
- * Physical Education HS 9-12
- * Sports & Ent. Marketing
- * Independent Living
- * Global Studies 10
- * Spanish III
- * Career & Financial Management 1/2
- * Hospitality & Tourism
- * Clothing & Textiles
- * Geometry
- * Health ½
- * Bus.Anal/Bus.Comp.App.
- * Fashion & Ent. Marketing

Business & Info Systems Grade 11:

- * English 11
- * Alg II/Trigonometry
- * Accounting
- * Computer Info Technology I
- * US History & Government 11
- * Spanish IV
- * Career Exploration Internship Program
- * Digital Media & Communications I
- * Chemistry
- * Physical Education HS 9-12
- * School Store Employee

Business & Info Systems Grade 12:

- * English 12 or EN 103/104
- * Accounting
- * Spanish V
- * Digital Media & Communication II
- * School Store Employee
- * Part in Govt & Econ
- * Pre Calculus/Calculus
- * Writing Workshop or Public Speaking
- * Career Exploration Internship Program
- * Physics
- * CISCO
- * Physical Education HS 9-12
- * College Biology & College Chemistry



Possible Business and Information Systems
Career Majors at
Fulton Montgomery Community College

- Accounting:
Accounting (A.A.S.) or Business
- Banking:
Business Administration
- Business Administration:
Business Administration (A.S. or A.A.S)
- Business Education:
Business Administration (A.S. or A.A.S.) Accounting
(A.A.S.) Office Technology (A.A.S.) or Computer
Information Systems (A.A.S.)
- Clerk-Typist
Office Technology: Clerical (Certificate) or Medical
Receptionist (Certificate)
- Finance:
Business Administration (A.S. or A.A.S.)
- Insurance:
Business Administration (A.S. or A.A.S)
- Management:
Business Administration (A.S. or A.A.S.)
- Marketing:
Business Administration (A.S. or A.A.S.) or Graphic
Communications Sales & Marketing (A.A.S)
- Personnel:
Business Administration (A.S. or A.A.S) or Lib. Arts &
Sciences: Humanities, Social Science (A.A)
- Retailing:
Business Administration (A.A.S or A.S.)
- Sales:
Business Administration (A.A.S. or A.S.) or Graphic
Communications Sales & Mktg (A.A.S)
- Secretarial Science:
Office Technology (A.A.S. or Certificate)
- Urban Studies:
Lib. Arts & Sciences: Social Sciences and General Studies

Examples of Business & Info Systems
Occupations

Entry Level Careers: Require a high school diploma, vocational training and/or job training:

- * Collections Agent
- * File Clerk
- * Billing Clerk
- * Receptionist
- * Telemarketer

Skilled Level Careers: Require vocational education, apprenticeships, community college preparation and/or experience:

- * Administrative Assistant
- * Bookkeeper
- * Travel Agent
- * Insurance Agent
- * Food Service Manager

Professional Careers: Require a four year or advanced college degree:

- * Accountant
- * Auditor
- * Business Manager
- * Urban Planner
- * Loan Officer
- * Mortgage Banker

