



New Hampshire's Information Technology Pathway

Revised Date
July 1, 2003

High School Career Planning Form

Career Pathways in: Business Technologies

Career Focus: Administration and Information Support

What is it? Planning and delivering services and support, using technology to perform and coordinate the administrative activities of an office.

Salary Range: \$25,000 - \$65,000

College and Employment Planning:

Job Titles	Certificate Programs	Associate Degrees	Bachelor Degrees
1. Hotel/Motel Managers 2. Sales/Marketing Managers 3. Small Business Entrepreneurs 4. Executive Admin. Assistants 5. Office Managers 6. Information Systems Management 7. Web Page Designers 8. Computer Applications Specialist	<u>NHTI – Concord</u> Computer Information Systems Computer Technology / Programming <u>McIntosh College-Dover</u> Computer Systems Management Web & Graphic Design <u>NHCTC – Nashua</u> Computer Networking / Web Site Design Internet Server Administration Internet Developer <u>NHCTC – Claremont</u> CAD / Computer Networking & Web Site Design <u>NHCTC – Stratham/Pease</u> Multimedia Production / Office Technologies Web Development <u>Franklin Pierce College</u> Information Technology Graphic Design / Computer Science	<u>Computer Science</u> Franklin Pierce, Hesser College, McIntosh College <u>Information Science and Systems</u> Daniel Webster College, NHCTC at Berlin, Laconia, Manchester, Pease, Nashua, Claremont, Hesser and McIntosh <u>Data Processing Tech/Technician</u> NHCTC at Nashua, Claremont <u>Computer Programming</u> Hesser College <u>Computer & Information Sciences</u> NHCTC Concord, Claremont, Nashua <u>Computer Systems Analysis</u> McIntosh College	<u>Computer Science</u> Daniel Webster, Dartmouth, Franklin Pierce, Keene State, Plymouth State, UNH, Saint Anselm, Rivier College <u>Information Science and Systems</u> Daniel Webster <u>Computer Programming</u> Daniel Webster, Franklin Pierce <u>Computer and Information Science</u> New Hampshire College Plymouth State <u>Management and Information Technology</u> Daniel Webster College

NOTE: The level to which an advanced degree is required will vary from one employer to the next and one position to the next.

High School Course Planning:

	9 th Grade	10 th Grade	11 th Grade	12 th Grade	School-to-Career Connections
English	English 9 with emphasis on Business/Technical Writing	English 10	English 11	English Composition	<ul style="list-style-type: none"> • Informational Interview with a local employer • Industry Tour • Paid or unpaid Internship • Community Service Project • School-Based Enterprise such as a school store • FBLA
Math	Algebra I	Geometry	Algebra II	Personal Finance	
Social Studies	World History I	United States History I with unit on Technology and Society	United States History II or American Studies	Intro to Psychology	
Science	Introduction to Science	Biology	General Chemistry		
Foreign Language	Foreign Language I	Foreign Language II			
Technical Core	IT & ME IT & ME Works	Accounting I Computer Applications	Microsoft Office Desktop Publishing	Web Page Design Programming Logic	
Elective Core	Business & Personal Law	Intro to Business or Business Management	Principles of Marketing or Consumer Behavior	Public Speaking	