



# CONVENTIONAL

*Data Management, Computer Activities, Office Services*

<b>*Personality</b> <i>Who Am I?</i>	<b>*Values and Aptitudes</b> <i>What Gives Me Satisfaction?</i>	<b>*Work Environment</b> <i>Where Can I Work?</i>
<ul style="list-style-type: none"> <li>-Accurate</li> <li>-Conscientious</li> <li>-Conservative</li> <li>-Dependable</li> <li>-Efficient</li> <li>-Loyal</li> <li>-Methodical</li> <li>-Orderly</li> <li>-Persevering</li> <li>-Practical</li> <li>-Precise</li> <li>-Self-controlled</li> <li>-Structured</li> <li>-Systematic</li> </ul>	<ul style="list-style-type: none"> <li>-Precise accounting and speaking</li> <li>-Following strong leaders</li> <li>-Using computer and business technology</li> <li>-Achieving material possessions and status</li> <li>-Well-defined tasks</li> <li>-Business and economic achievement</li> <li>-Efficiency in organizational activities</li> <li>-Using mathematical abilities and manual dexterity</li> <li>-Details, precision and defined tasks</li> <li>-Organizing &amp; maintaining office procedures</li> <li>-Writing business reports and making charts or graphs</li> <li>-Regular work hours</li> </ul>	<ul style="list-style-type: none"> <li>-Accounting firms</li> <li>-Business offices</li> <li>-Court system</li> <li>-Federal, state and local government agencies</li> <li>-Financial institutions</li> <li>-Hospitals</li> <li>-Large corporations</li> <li>-Legal firms</li> <li>-Medical offices</li> <li>-Research firms</li> <li>-Small businesses</li> <li>-Title companies</li> </ul>

<b>+Possible Occupations</b> <i>What can I do?</i>	<b>+Possible CSU, Chico Majors</b> <i>Where do I begin?</i>
<ul style="list-style-type: none"> <li>• Accountant</li> <li>• Actuary</li> <li>• Administrative Assistant</li> <li>• Auditor</li> <li>• Banker</li> <li>• Benefits Administrator</li> <li>• Bookkeeper</li> <li>• Budget Officer</li> <li>• Business Education Teacher</li> <li>• Certified Public Accountant</li> <li>• City Planner</li> <li>• Claims Adjustor</li> <li>• Computer Programmer</li> <li>• Controller</li> <li>• Copy Writer</li> <li>• Corporate Accountant</li> <li>• Credit Manager</li> <li>• Customs Inspector</li> <li>• Data Processing Manager</li> <li>• Desktop Publisher</li> <li>• Editor</li> <li>• Job Developer</li> <li>• Financial Analyst</li> <li>• Grant Writer</li> <li>• Human Resources Manager</li> <li>• Industrial Buyer</li> <li>• Librarian</li> <li>• Loan Officer</li> <li>• Logistics Assistant</li> <li>• Loss Prevention Agent</li> <li>• Market Analyst</li> <li>• Material Cost Analyst</li> <li>• Mathematics Teacher</li> <li>• Medical Records Technician</li> <li>• Military Officer</li> <li>• Nursing Home Administrator</li> <li>• Paralegal</li> <li>• Payroll Clerk</li> <li>• Personal Finance Manager</li> <li>• Proofreader</li> <li>• Public Information Officer</li> <li>• Purchasing Agent</li> <li>• Quality Engineer</li> <li>• Research Analyst</li> <li>• Reservations Agent</li> <li>• Resort Manager</li> <li>• Securities Broker</li> <li>• Small Business Owner</li> <li>• Statistician</li> <li>• Stockbroker</li> <li>• Systems Analyst</li> <li>• Tax Examiner</li> <li>• Technical Writer</li> <li>• Time Study Analyst</li> <li>• Travel Agent</li> <li>• Underwriter</li> </ul>	<ul style="list-style-type: none"> <li><b>Agricultural Business</b></li> <li><b>Business Administration</b> <ul style="list-style-type: none"> <li>-Accounting</li> <li>-Finance</li> </ul> </li> <li><b>Business Information Systems</b> <ul style="list-style-type: none"> <li>Accounting Info Systems</li> <li>Management Info Systems</li> <li>Supply Chain Management</li> </ul> </li> <li><b>Child Development</b></li> <li><b>Communication Studies</b> <ul style="list-style-type: none"> <li>-Organizational Communication</li> </ul> </li> <li><b>Computer Science</b></li> <li><b>Computer Information Systems</b></li> <li><b>English</b></li> <li><b>Economics</b></li> <li><b>Health Administration</b></li> <li><b>Instructional Design &amp; Tech.</b></li> <li><b>Liberal Studies</b></li> <li><b>Manufacturing Technology</b></li> <li><b>Mathematics</b></li> <li><b>Political Science</b></li> <li><b>Public Administration</b></li> <li><b>Recreation Administration</b></li> <li><b>Social Work</b></li> </ul>

+Gottfredson, G., & Holland, J. (1989), Dictionary of Holland Occupational Codes. Psychological Assessment Resources, Inc.

\*Holland, J., (1985), Making Vocational Choices A Theory of Vocational Personalities & Work Environments. Prentice-Hall, Inc.