

Which pathway will you choose?



CAREER FIELD: BUSINESS, MANAGEMENT & ADMINISTRATION

Recommended courses for: Apollo High School

	Grade 9	Grade 10	Grade 11	Grade 12
Language Arts	3 Credits Language Arts 9, Literature, Speech & Writing	3 Credits Language Arts 10 <i>Mass Media in Popular Culture</i>	3 Credits Language Arts 11	3 Credits Language Arts 12
Mathematics	3 Credits	3 Credits <i>AP Statistics**</i>	3 Credits <i>AP Statistics**</i>	<i>AP Statistics**</i>
Science <i>(must take 3 credits of Biology any year)</i>	3 Credits	3 Credits	3 Credits	
Social Studies	3 Credits Geography	2 Credits World History	3 Credits U.S. History	3 Credits Senior Social Economics and Government
Fitness/Health	1.5 Credits Fitness	1 Credit Health .5 Credit Fitness		
Art <i>(Must take 1 year any time)</i>	3 Credits			
Other		3 Credits of Electives in this area	5 Credits of Electives in this area <i>Junior Work Experience</i>	10 Credits of Elective in this area <i>Work Experience</i>
		<ul style="list-style-type: none"> • Microsoft Software I: Word and PowerPoint++ • Keyboarding II / Word Processing ++## • Microsoft Software II: Excel and Access++ 	<ul style="list-style-type: none"> • Web Page Design / Management • Keyboarding I++ • Business Math++ 	
		<ul style="list-style-type: none"> • Accounting I++ • Automated Accounting • Criminal and Civil Law++ • Business Law I • Business Law II: Contract Law++ • Business Law III: Employment Law++ • Personal Finance / Money Management++ • Entrepreneurship I: Setting up Your Own Business • Entrepreneurship II: Marketing and Selling++ • Entrepreneurship III: Managing Toward a Goal 		

- Marketing, Sales, and Service
 - > Buying and Merchandising
 - > Distribution and Logistics
 - > E-Marketing
 - > Management and Entrepreneurship
 - > Marketing Communications and Promotion
 - > Marketing Information Management and Research
 - > Professional Sales and Marketing

- Business, Management, and Administration
 - > Administrative and Information Support
 - > Business Analysis
 - > Business Financial Management and Accounting
 - > Marketing
 - > Human Resources
 - > Management

- Finance
 - > Banking and Related Services
 - > Business Financial Management
 - > Financial and Investment Planning
 - > Insurance Services

- Hospitality and Tourism
 - > Lodging
 - > Recreation, Amusements and Attractions
 - > Restaurants and Food/Beverage Services
 - > Travel and Tourism

CAREER FIELD
Business, Management
& Administration

Required Courses

Suggested Courses

** AP Courses

SRS Courses

++ SCTC Tech Prep Courses

Potential Careers in the Business, Management & Administration Career Pathway



Do you like to: Have day-to-day contact with the public? Use logical thinking to perform a variety of tasks? Make decisions based on personal judgment and company policy? Follow instructions without close supervision? Sell ideas to an audience?

People attracted to careers in this pathway like to influence, persuade, perform, lead, or manage to meet organizational goals for economic gain. They like to make decisions, meet people, initiate projects, give talks, or speeches, organize activities, or lead a group. Other people attracted to careers in this pathway like to work with data. They have clerical or numerical ability and like to carry out tasks in detail and follow through on others' instructions. Programs may include entrepreneurship, sales, marketing, hospitality and tourism, computer/information systems, finance, accounting, personnel.

	High School Diploma (some add'l training may be necessary)	Technical Training or 2-year Degree	4-year Degree and Beyond		
Career Specialties/Occupations	<ul style="list-style-type: none"> • Airline Ground Crew Workers • Auctioneer • Baggage Porters and Bellhops • Bakers • Bank Tellers • Bartenders (minimum) • Bicycle Repairers • Bill Collector • Billing Clerk • Blue Collar Worker • Bus Person • Cashiers • Casino Gaming Worker • Clothes Pressers • Copy Machine Operator • Counter and Rental Clerks • Courier Attendants • Couriers and Messengers • Customer Service Agent • Customer Service Representative • Data Entry Keyers (minimum) • Data Entry Technician • Demonstrators and Promoters • Dispatcher • Fast Food Cook • Fast Food Worker • File Clerk • Floral Designer (minimum) • Food Preparation Worker • Food Processing Worker • Food Service Staff • Food Service Worker Supervisor (minimum) • Freight Handlers • Funeral Attendants • General Office Clerk (minimum) • Hotel Desk Clerk • Housekeeping Supervisor • Human Resources Assistant • Janitor • Janitor Supervisor • Kitchen Helper 	<ul style="list-style-type: none"> • Laundry and Dry Cleaning Workers • Maids and Housekeeper • Mail Clerk • Mechanic and Repair Helpers (minimum) • Meter Readers • Models • Order Clerk • Packers and Packageers • Parking Lot Attendants • Postal Worker • Professional Athlete • Receptionist • Recreation Attendants • Recreation Guides • Reservation and Ticket Agents • Restaurant Host • Retail Clerk • Retail Salespeople (minimum) • Service Station Attendants • Shipping and Receiving Clerk • Short-Order Cook • Stock Clerk • Telemarketer • Telephone Operators • Tire Repair and Changers • Tour Guide • Trash Collectors • Travel Guide • Travel Reservations Clerk • Umpires and Referees • Ushers and Ticket Takers • Waiters and Waitresses • Warehouse/Distribution Clerk • Word Processor 	<ul style="list-style-type: none"> • Accountant*+ # • Accounting Clerk*+ # • Administration Service Managers (minimum)+ # • Administrative Assistant*+ # • Advertising Salespeople*+ # • Appliance Installers and Repairs • Auditing Clerk+ # • Auto Body Repairers*+ # • Automatic Teller Machine Services • Barbers • Bill and Account Collectors+ # • Bookkeeper+ # • Bookkeeping Clerk+ # • Building Manager+ # • Business Manager+ # • Camera and Photographic Equipment Repairers • Chef/Caterer*+ # • Chefs and Dinner Cooks*+ # • Coin and Vending Machine Repairers • Computer Equipment Repairers+ # • Computer Networker+ # • Computer Programmer*+ # • Cost Estimator+ # • Court Clerk+ # • Credit Analyst+ # • Credit Checkers and Authorizers+ # • Elevator Installers and Repairers • Embalmers • Employment Interviewers+ # • Executive Secretaries+ # • Food Service Manager • Funeral Directors (minimum) • Hairstylist and Cosmetologist • Home Electronic Repairers*+ # • Hotel and Motel Manager*+ # • Industrial Electronic Repairers*+ # • Insurance Policy and Claims Clerks • Interpreter and Translator*+ # • Interviewing Clerk (minimum) • Jewelers 	<ul style="list-style-type: none"> • Legal Assistant+ # • Legal Secretaries*+ # • Line Installers and Repairers*+ # • Loan Clerks+ # • Loan Officer+ # • Manicurists • Meat Cutters • Medical Equipment Repairers • Medical Records Specialist+ # • Medical Secretaries+ # • Merchandise Displayers*+ # • Music Instrument Repairers and Tuners • Office Machine Repairers • Office Manager+ # • Paralegal*+ # • Parts Salespeople*+ # • Payroll and Timekeeping Clerk+ # • Postmaster+ # • Power Plant Operator • Professional Make-Up Artist (minimum) • Real Estate Agent • Real Estate Management (minimum)# • Realtor • Recreation Workers • Restaurant Manager# • Retail Manager*+ # • Route Salespeople+ # • Sales Worker Supervisors (minimum)+ # • Secretaries*+ # • Tailors • Tax Preparer# • Tile Setters • Title Examiners and Searchers • Travel Agent (minimum) • Typist and Word Processors+ # • Wallpaper Hangers • Watch Repairers • Water Treatment Plant Operators*+ # • Wholesale Supervisor 	<ul style="list-style-type: none"> • Accountant/CPA-^ • Actuaries • Advertising Managers-- • Agents • Air Traffic Controller • Appraisers and Assessors • Arbitrators • Archivists • Attorney^ • Auditor-^ • Bank Examiner • Brokerage Clerk • Budget Analyst-- • Business Analyst+ # • Business Executives+ # • Business Investment Broker+ # • Business Manager+^ • Business Teacher-- • Buyer • Buyers and Purchasing Agents • City Manager • Claims Adjuster • Coaches and Scouts-- • Compliance Officers and Inspectors • Computer Systems Analyst-^ • Construction Manager • Consultant • Credit Analyst-- • Economists-^ • Educational Administrator-- • Employee Training Specialist • Employment Recruiters • Estate Planner • Farm Management Advisors • Fashion Designer • Financial Analyst^ • Financial Counselor • Financial Examiners • Hospital Administrator-- • Human Resources Manager • Insurance Adjusters and Examiners-- • Insurance Agents-- • Insurance Underwriters-- • Interior Designers • Job Benefit and Analysis Specialist • Labor Relations Director • Loan Officers-- • Management Analysis+ # • Market Research Analyst+ # • Marketing Director-- • Marketing Manager-- • Marketing Research Analyst-- • Mediators-- • Meeting and Convention Planner • New Accounts Clerk-- • Operation Manager+ # • Operation Research Analyst • Personnel Director • Property and Real Estate Manager-- • Public Health Director-- • Purchasing Manager-- • Recreations Project Director-- • Sales Managers+^ • Securities Salespeople-- • Statistical Clerk-- • Statistician-- • Stockbroker • Tax Examiners-- • Underwriter • Urban Planner

Jayne Greeney Schill
CTE and College Bound Coordinator
 Area Learning Center
 216 8th Avenue North
 Waite Park, MN 56387
 E-mail jayne.greeney@isd742.org
 Phone: (320) 202-6892 Ext. 5549

Programs offered at:
 * St. Cloud Technical College
 + Rasmussen College
 # Minnesota School of Business/Globe College
 ~ St. Cloud State University
 ^ St. John's University/ College of St. Benedict

