

Career Pathways for Apollo High School

Recommended courses for the Business, Management, Administration Career Cluster

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?

Business, Management and Administration:

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,

Grades

	9	10	11	12
Language Arts	3 Credits Language Arts 9 Literature, Speech & Writing	3 Credits Language Arts 10 -Mass Media in Popular Culture	3 Credits Language Arts 11	3 Credits Language Arts 12
Mathematics	3 Credits	3 Credits -AP Statistics**	3 Credits -AP Statistics**	-AP Statistics**S
Science (Must take 3 credits of Biology any year)	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	.5 Credit Fitness 1 Credit Health		
Art (Must take 1 year any time)	3 Credits			

Business/ Computer Education	Electives in this area: -Business Math++ -Keyboarding I++ -Keyboarding II/ Word Processing++ ## -Microsoft Software I: Word and PowerPoint++ -Microsoft Software II: Excel and Access++ -Web Page Design/ Management	3 Credits of Electives in this area -Accounting I++ -Automated Accounting -Business Math++ -Business Law I: Criminal and Civil Law++ -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 -Keyboarding I++ -Keyboarding II/ Word Processing++## -Microsoft Software I: Word and PowerPoint++ -Microsoft Software II: Excel and Access++ -Web Page Design/ Management	5 Credits of Electives in this area -Accounting I++ -Automated Accounting -Business Math++ -Business Law I: Criminal and Civil Law++ -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 -Keyboarding I++ -Keyboarding II/ Word Processing++ ## -Microsoft Software I: Word and PowerPoint++ -Microsoft Software II: Excel and Access++ -Web Page Design/ Management -Junior Work Experience -Special Education Work Experience -Employability Skills	10 Credits of Electives in this area -Accounting I++ -Automated Accounting -Business Math++ -Business Law I: Criminal and Civil Law++ -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 -Keyboarding I++ -Keyboarding II/ Word Processing++ ## -Microsoft Software I: Word and PowerPoint++ -Microsoft Software II: Excel and Access++ -Web Page Design/ Management -Work Experience -Special Education Work Experience -Employability Skills
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Required Courses
Suggested Courses

** AP Course

++ SCTC Tech Prep Course
SRS Credit

Potential Careers in the Business, Management, and Administration Career Pathway

HS Diploma (some additional training may be necessary)	Technical Training or 2-year Degree	4-year Degree and Beyond
Airline Ground Crew Workers	Accountant*+##	Accountant/CPA~^
Auctioneer	Accounting Clerk*+##	Actuaries
Baggage Porters and Bellhops	Administration Service Managers (minimum)+#	Advertising Managers~
Bakers	Administrative Assistant*+##	Agents
Bank Tellers	Advertising Salespeople*+##	Air Traffic Controller
Bartenders (minimum)	Appliance Installers and Repairs	Appraisers and Assessors
Bicycle Repairers	Auditing Clerk+##	Arbitrators
Bill Collector	Auto Body Repairers*	Archivists
Billing Clerk	Automatic Teller Machine Services	Attorney^
Blue Collar Worker Supervisor	Barbers	Auditor~^
Bus Person	Bill and Account Collectors+	Bank Examiner
Cashiers	Bookkeeper+##	Brokerage Clerk
Casino Gaming Worker	Bookkeeping Clerk+##	Budget Analyst~
Clothes Pressers	Building Manager+	Business Analyst+
Copy Machine Operator	Business Manager+##	Business Executives~
Counter and Rental Clerks	Camera and Photographic Equipment Repairers	Business Investment Broker+
Counter Attendants	Chef/Caterer*	Business Manager+~^
Couriers and Messengers	Chefs and Dinner Cooks*	Business Teacher+~
Customer Service Agent	Coin and Vending Machine Repairers	Buyer
Customer Service Representative	Computer Equipment Repairers+##	Buyers and Purchasing Agents
Data Entry Keyers (minimum)	Computer Networker+##	City Manager
Data Entry Technician	Computer Programmer*+##	Claims Adjuster
Demonstrators and Promoters	Cost Estimator+	Coaches and Scouts~
Dispatcher	Court Clerk+	Compliance Officers and Inspectors
Fast Food Cook	Credit Analyst+	Computer Systems Analyst~^
Fast Food Worker	Credit Checkers and Authorizers+	Construction Manager
File Clerk	Elevator Installers and Repairers	Consultant
Floral Designer (minimum)	Embalmers	Credit Analyst~
Food Preparation Worker	Employment Interviewers#	Economists~^
Food Processing Worker	Executive Secretaries+##	Educational Administrator~
Food Service Staff	Food Service Manager	Employee Training Specialist
Food Service Worker Supervisor (minimum)	Funeral Directors (minimum)	Employment Recruiters
Freight Handlers	Hairstylist and Cosmetologist	Estate Planner
Funeral Attendants	Home Electronic Repairers*	Farm Management Advisors
General Office Clerk (minimum)	Hotel and Motel Manager#	Fashion Designer
Hotel Desk Clerk	Industrial Electronic Repairers*	Financial Analyst^
Housekeeping Supervisor	Insurance Policy and Claims Clerks	Financial Counselor
Human Resources Assistant	Interpreter and Translator*	Financial Examiners
Janitor	Interviewing Clerk (minimum)	Financial Managers~
Janitor Supervisor	Jewelers	Financial Planner
Kitchen Helper	Legal Assistant+##	General Manager~^
Laundry and Dry Cleaning Workers	Legal Secretaries*+##	Home Management Advisors
Maids and Housekeeper	Line Installers and Repairers*	Hospital Administrator~
Mail Clerk	Loan Clerks+##	Human Resources Manager
Mechanic and Repair Helpers (minimum)	Loan Officer+##	Insurance Adjusters and Examiners~
Meter Readers	Manicurists	Insurance Agents~
Models	Meat Cutters	Insurance Underwriters~
Order Clerk	Medical Equipment Repairers	Interior Designers
Packers and Packagers	Medical Records Specialist+##	Job Benefit and Analysis Specialist
Parking Lot Attendants	Medical Secretaries+###	Labor Relations Director
Postal Worker	Medical Secretary+##	Loan Officers~
Professional Athlete	Merchandise Displayers*	Management Analysis+
Receptionist	Music Instrument Repairers and Tuners	Market Research Analyst+
Recreation Attendants	Office Machine Repairers	Marketing Director+~
Recreation Guides	Office Manager+##	Marketing Manager+~
Reservation and Ticket Agents	Paralegal*+##	Marketing Research Analyst+~
Restaurant Host	Parts Salespeople*#	Mediators~
Retail Clerk	Payroll and Timekeeping Clerk+##	Meeting and Convention Planner
Retail Salespeople (minimum)	Postmaster#	New Accounts Clerk~
Service Station Attendants	Power Plant Operator	Operation Manager+
Shipping and Receiving Clerk	Professional Make-Up Artist (minimum)	Operation Research Analyst
Short-Order Cook	Real Estate Agent	Personnel Director
Stock Clerk	Real Estate Management (minimum)#	Property and Real Estate Manager~
Telemarketer	Realtor	Public Health Director~
Telephone Operators	Recreation Workers	Public Relations Specialist
Tire Repair and Changers	Restaurant Manager#	Purchasing Manager~
Tour Guide	Retail Manager*+##	Recreations Projects Director~
Trash Collectors	Route Salespeople+##	Sales Managers+~^
Travel Guide	Sales Worker Supervisors (minimum)+#	Securities Salespeople+~
Travel Reservations Clerk	Secretaries*+##	Statistical Clerk~
Umpires and Referees	Tailors	Statistician~
Ushers and Ticket Takers	Tax Preparer#	Stockbroker
Waiters and Waitresses	Tile Setters	Tax Examiners~
Warehouse/Distribution Clerk	Title Examiners and Searchers	Underwriter
Word Processor	Travel Agent (minimum)	Urban Planner
	Typist and Word Processors+	
	Wallpaper Hangers	
	Watch Repairers	
	Water Treatment Plant Operators*	
	Wholesale Supervisor	

* Programs offered by St Cloud Technical College

+ Programs offered by Rasmussen

Programs offered by Minnesota School of Business/Globe College

~ Programs offered at St. Cloud State University

^ Programs offered at College of St. Benedict/ St. John's University