

Career Pathways for Tech 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, computer/information systems, finance, accounting, personnel, economics, and management.

GRADES				
	9	10	11	12
Language Arts	2 Semesters Language Arts 9	2 Semesters Language Arts 10 -Drama, Theatre, and Interpretation -Journalism	2 Semesters 1 Composition 1 Literature -Drama, Theatre, and Interpretation -Journalism -Advanced English 11 -Adventures in Short Fiction -Business Communication -Creative Writing -Film Study -Humanities -Intermediate Composition -Popular Fiction -Themes in American Literature	2 Semesters 1 Speech 1 Elective --Drama, Theatre, and Interpretation -Journalism -Advanced English 11 -Adventures in Short Fiction -Business Communication -Creative Writing -Film Study -Humanities -Intermediate Composition -Popular Fiction -Themes in American Literature -AP Literature and Composition**
Mathematics	2 Semesters Math	2 Semesters	2 Semesters Choose -AP Statistics** -AP Calculus**	-AP Statistics** -AP Calculus**
Science	2 Semesters Earth/Space 9	2 Semesters Biology	2 Semesters Choose	
Social Studies	2 Semesters Geography 9	1 Semester World History	2 Semesters U.S. History	2 Semesters 1 Semester Economics 1 Semester Global
Phy Ed/Health	2 Semesters Fitness for Life	1 Semester Fitness for life 1 Semester Health		
Art	1 Semester (Elective 1)	1 Semester (Elective 1)		
Foreign Language	1 Semester (Elective 2)	1 Semester (Elective 3)	Foreign Language	1 Semester (Elective 2)
Business, Marketing & Entrepreneurship	-Computer Applications I -General Business -Keyboarding++ -Programming I -Programming II	--Computer Applications I -General Business -Keyboarding++ -Programming I -Programming II -Programming III -Accounting++ -Business and Personal Law++ -Computer Applications II -Webpage Design/ Management /Desktop Publishing	--Computer Applications I -General Business -Keyboarding++ -Programming I -Programming II -Programming III -Accounting++ -Business and Personal Law++ -Computer Applications II -Webpage Design/ Management /Desktop Publishing -Introduction to Marketing -Personal Finance	--Computer Applications I -General Business -Keyboarding++ -Programming I -Programming II -Programming III -Accounting++ -Business and Personal Law++ -Computer Applications II -Webpage Design/ Management /Desktop Publishing -Introduction to Marketing -Personal Finance -Automated Accounting -Marketing, Management, and Entrepreneurship/ DECA++ -Business and Office

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 Auctioneer Baggage Porters and Bellhops Bakers Bank Tellers Bartenders (minimum) Bicycle Repairers Bill Collector Billing Clerk Blue Collar Worker Supervisor Bus Person Cashiers Casino Gaming Worker Clothes Pressers Copy Machine Operator Counter and Rental Clerks Counter 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 Laundry and Dry Cleaning Workers Maids and Housekeeper Mail Clerk Mechanic and Repair Helpers (minimum) Meter Readers Models Order Clerk Packers and Packagers 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	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 Managers# Industrial Electronic Repairers* Insurance Policy and Claims Clerks Interpreter and Translator* Interviewing Clerk (minimum) Jewelers Legal Assistant+ Legal Secretaries*+ Line Installers and Repairers* Loan Clerks+ Loan Officer+ Manicurists Meat Cutters Medical Equipment Repairers Medical Records Specialist+ Medical Secretaries+ Medical Secretary+ 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 Artists(minimum) Real Estate Agent Real Estate Management (minimum)# Realtor Recreation Workers Restaurant Manager# Retail Manager*+ Route Salespeople+ Sales Worker Supervisors (minimum)+ Secretaries*+ 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 Tailors	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 Financial Managers- Financial Planner General Manager- Home Management Advisors 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- Public Relations Specialist Purchasing Manager- Recreations Projects Director- Sales Managers+- Securities Salespeople+- Statistical Clerk- Statistician- Stockbroker Tax Examiners- Underwriter Urban Planner

* 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