

## Business, Management and Administration

Business means a lot of different things to different people because there are as many businesses out there as there are good ideas. Just flip through any phone book and you'll find more goods and services for sale than you could ever imagine. The possibilities are truly endless.

Do you daydream about owning your own business or advancing to the top as CEO of a multi-national corporation? Do you want to work in a service industry, such as transportation, banking, or entertainment? Or would you rather sell goods, such as groceries, computers, or clothing? You can work on the front lines with consumers (as a customer service representative, a loan officer, a cashier, or a receptionist) or you might be more comfortable behind the scenes (as an office administrator, an accountant, a word processor, or an administrative assistant).

This is also a good area to break out on your own; one-fourth of all workers these careers are self employed. Chances are good that you can grow your business.

## Ten Highest-Paying Jobs In Business, Management and Administration

Occupation	Salary
1.Engineering Manager.....	\$102,600
2.Computer and Information Systems Manager.....	\$98,260
3.Marketing Manager.....	\$96,680
4.Sales Manager.....	\$95,010
5.General and Operations Manager.....	\$92,010
6.Management Analyst.....	\$72,730
7.Artist/Athlete Agent and Business Manager.....	\$69,520
8.Legal Secretary.....	\$38,280
9.Information and Record Clerk.....	\$38,150
10.Brokerage Clerk.....	\$37,750

### Pathway Requirements

For this specific pathway the requirements are 2.5 credits of required and 1.5 of the recommended courses.

To the right are tables which indicate the courses in each area. Included are other related courses which you may take for your own personal gain in the area of Administration & Information Support.

## Required Courses

Course #	Course Name	Credits
BCB303	Word Processing Software Applications	.5
BCB304	Presentations Software Applications	.5
BCB306	Spreadsheet Software Applications	.5

## Recommended Courses

Course #	Course Name	Credits
PTB401	International Business Management	1
BCB306	Spreadsheet Software Applications (continuation)	.5
BCB308	Publications Software Applications	1
BCB307	Imaging Software Applications	1
BCM501	Business Management	1
BCA401	Accounting I	1
BCT407	Web Site Development/Managment	.5
VEW30	Career Practicum	1

## Related Courses

Course #	Course Name	Credits
PTB301	Business Personal Finances	1
BCT301	Technology Leadership Community	1
BCB501	Busniess Law	1
BCT301	Computer Applications I	.5

Only required and recommended courses apply toward four Carnegie unit endorsements.

# AHS

AVIANO HIGH SCHOOL



## PROFESSIONAL TECHNICAL STUDIES

## BUSINESS, MANAGEMENT & ADMINISTRATION

### **What is the purpose of the Professional Technical Studies Program?**

The Professional Technical Studies Department offers courses in many career fields to students in DoDEA middle and high schools. The mission of this department is to prepare our students to be technologically literate and employable in a global workforce.

### **DoDEA Career Clusters and Pathways**

Career Clusters represent major groupings of similar occupations and industries within the U.S. job market (e.g., business, information technology, manufacturing, health, human services.) Each Cluster provides students with the “big picture” in terms of career options and an understanding of the broad industry. Within each of the career clusters are various Career Pathways which represent a variety of occupational fields or jobs associated with the career cluster.