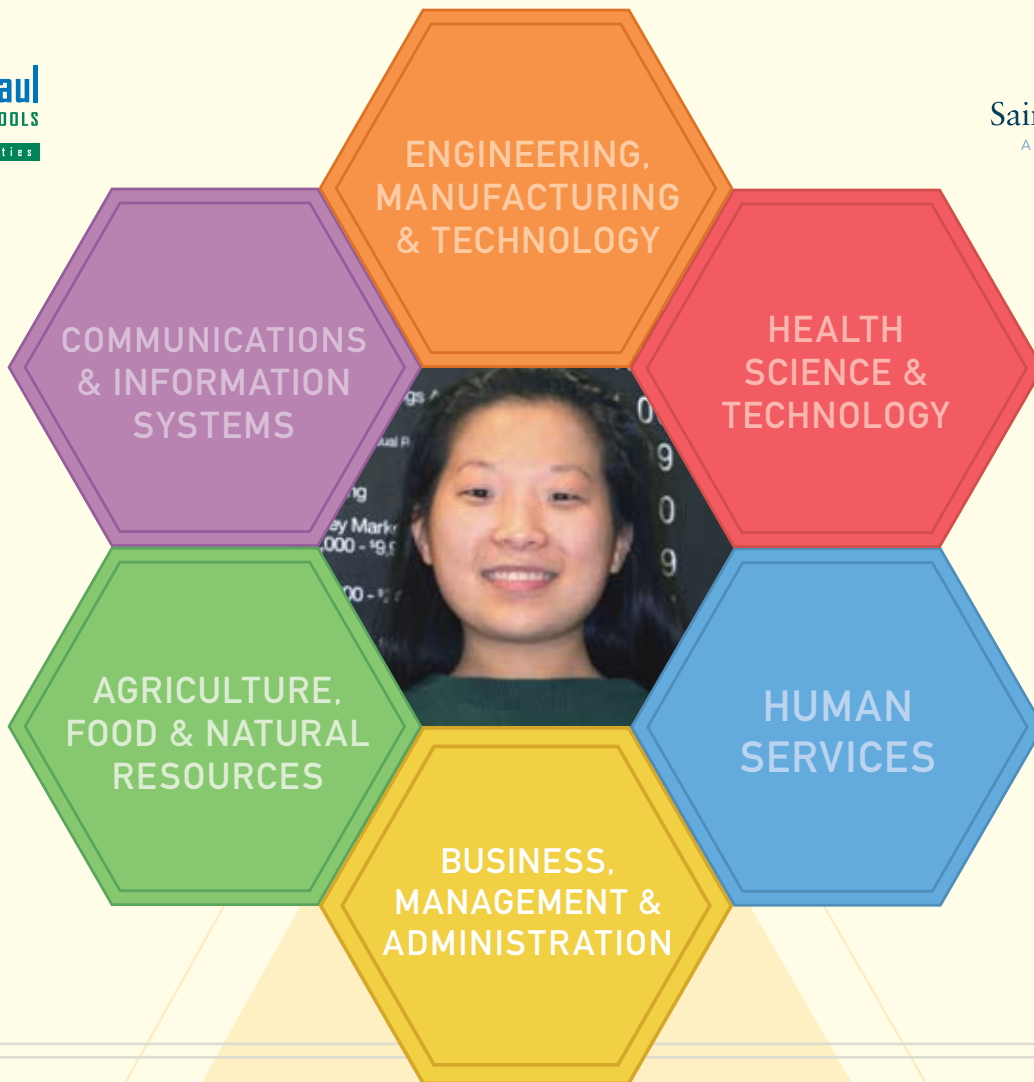


# BUSINESS, MANAGEMENT & ADMINISTRATION

## CAREER FIELD



Do you like working with people? • Do you like using math to solve problems?

Do you like working on projects and keeping accurate records?

Do you like to persuade others to change their mind or behavior?

Do you like the idea of providing service to people in the hospitality field?

# BUSINESS, MANAGEMENT & ADMINISTRATION

## DESCRIPTION OF CAREER FIELD

The business field includes career clusters in Marketing, Sales, and Service; Business, Management, and Administration; Finance; and Hospitality and Tourism. People who enter the business field should possess a number of abilities including working well with people, accurate record keeping, and good math skills.

## CAREERS

- Accounting Technician
- Administrative Assistant
- Business Owner/Manager
- Chef or Cook
- Hospitality Manager
- Human Resources Assistant
- Insurance Adjuster
- International Trade Specialist
- Property and Real Estate Manager

## CAREERS IN DEMAND WITH ANNUAL MEDIAN SALARIES

Marketing Manager	\$ 111,077
Human Resource Manager	\$ 94,848
Health Services Manager	\$ 83,656
Administrative Services Manager	\$ 77,170
Loan Officer	\$ 63,339
Financial Advisor	\$ 62,575
Sales Representative	\$ 52,959
Accountant	\$ 52,632
Customer Service Representative	\$ 33,632
Bill & Account Collector	\$ 31,706

## PATHWAYS

- Banking and Related Services
- Human Resources
- Management and Entrepreneurship
- Marketing, Communication, and Promotion
- Recreation, Restaurant, Lodging Services
- Travel and Tourism

## RECOMMENDED SAINT PAUL HIGH SCHOOL COURSE ELECTIVES

(See the school counselor for availability)

Accounting  
 Banking and Credit  
 Computer Applications  
 Culinary Arts  
 Culinary Arts Management  
 Economics  
 Introduction to Business  
 Marketing  
 Microsoft Word  
 Microsoft Excel  
 Microsoft PowerPoint  
 Personal and Business Law  
 World Languages

### Saint Paul College

(Less than 2-Year Diplomas and Certificates)

Accounting Technician  
 Administrative Assistant  
 Baking and Decorating  
 Culinary Arts  
 Food Service Management  
 Hotel Marketing and Sales  
 Human Resources  
 International Trade Professional  
 Short Order Cooking  
 Supervision

### Saint Paul College

(2-Year Degree Programs)

Accounting  
 Administrative Assistant  
 Administrative Management  
 Business Logistics Management  
 Business Management  
 Culinary Arts  
 Entrepreneurship  
 Hospitality Management  
 Human Resources  
 International Trade

For information on  
 Saint Paul College and their available programs  
 visit [www.saintpaul.edu](http://www.saintpaul.edu)

For information on  
 local colleges and universities  
 visit [www.mnscu.edu](http://www.mnscu.edu)

For information on  
 the University of Minnesota  
 visit [www.umn.edu](http://www.umn.edu)



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A Community & Technical College

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For more information about

### CTE programs

(Career & Technical Education)

[www.cte.spps.org](http://www.cte.spps.org)



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