



Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.

<b>REQUIRED HIGH SCHOOL CREDITS</b>	English (4 cr), Social Studies (3 cr), Math (3 cr), Science (3 cr), Health (.5 cr) and Fitness (1.5 cr), Visual and Performing Arts (1 cr), Career and Technical Education (CTE) (1cr), and Personal Pathway Requirements (PPR) (3 cr), Electives (4cr)				
<b>PERSONAL PATHWAY OPTIONS<sup>+</sup></b>	Accounting, Marketing, Business Academy – NMSC, Career Choices, Commercial Graphic Design AP – NMSC, Computer Applications, Computer Hardware & Networking – NMSC, Cosmetology – NMSC, Culinary Arts – NMSC, Digipen Computer Science AP – NMSC, Economics, Entrepreneurship, Financial Literacy, Introduction to Computer Science, Journalism/Newspaper, Leadership, Marketing, Office Management, Photo Journalism, Project Management, Video Production, Web Design, Yearbook, World Language*				
<b>EDUCATION OPTIONS</b>	<b>TECHNICAL CERTIFICATION</b> <i>Instruction provided through certified training centers</i>	<b>APPRENTICESHIP OPPORTUNITIES</b> <i>To learn more about Apprenticeship, visit <a href="#">Apprenticeship WA</a> website</i>	<b>2-YR OR TECHNICAL DEGREE</b> <i>Find specific colleges at <a href="#">SBCTC</a></i>	<b>4 –YR DEGREE</b> <i>Find specific colleges at <a href="#">Student Achievement Council</a></i>	
<b>SAMPLES</b>	<ul style="list-style-type: none"> <li>Accounting/Bookkeeping</li> <li>Administrative Assistant</li> <li>Court Reporting</li> <li>Customer Service</li> <li>Financial Services</li> <li>Food Marketing</li> <li>Merchandising/Sales</li> <li>Office/Clerical Services</li> <li>Medical Secretary</li> <li>Microsoft Office Specialist</li> <li>Receptionist/Clerk</li> <li>Retailing Operations</li> <li>Sales Operation</li> </ul>	<ul style="list-style-type: none"> <li>Accounts Payable Clerk</li> <li>Administrative Assistant</li> <li>Auditor</li> <li>Customer Service Coordinator</li> <li>Data Processor</li> <li>Duplicating Equipment Operator</li> <li>Industrial Relations Agent</li> <li>Payroll Clerk</li> <li>Secretary</li> <li>System Dispatch</li> </ul>	<ul style="list-style-type: none"> <li>Accounting/Bookkeeping</li> <li>Administrative Assistant</li> <li>Business Mgmt</li> <li>Business/Commerce</li> <li>Customer Service /Call Center</li> <li>Data Processing Technician</li> <li>Executive Secretary</li> <li>General Office Occupations</li> <li>Marketing Management</li> <li>Office Administration</li> <li>Paralegal</li> <li>Retailing and Operations</li> <li>Selling Skills/Sales Operation</li> </ul>	<ul style="list-style-type: none"> <li>Accounting</li> <li>Business (general)</li> <li>Business Management</li> <li>Business/Commerce</li> <li>Communications, General</li> <li>CTE Education Teacher</li> <li>Finance</li> <li>Human Resource Mgmt</li> <li>Insurance</li> <li>International Business</li> <li>Marketing Management</li> <li>Statistics and Probability</li> <li>Public Relations</li> </ul>	
<b>CAREER OPTIONS</b>	<b>LITTLE OR NO EDUCATION</b>	<b>SOME EDUCATION</b>	<b>MEDIUM EDUCATION</b>	<b>CONSIDERABLE EDUCATION</b>	<b>EXTENSIVE EDUCATION</b>
<b>SAMPLE RELATED JOBS</b>  <a href="#">Career Cruising</a>  <a href="#">careerbridge.wa.gov</a>  <a href="#">Videos</a>  <b>BOLD JOBS ARE IN DEMAND</b>	<ul style="list-style-type: none"> <li><b>Cashier</b></li> <li>Mail Clerk</li> <li>Office Machine Operator</li> <li><b>Telemarketer</b></li> <li>Telephone Operator</li> </ul>	<ul style="list-style-type: none"> <li><b>Customer Service</b></li> <li><b>Data Entry</b></li> <li><b>Executive Assistant</b></li> <li><b>Medical Secretary</b></li> <li>Messenger</li> <li><b>Office Clerk</b></li> <li><b>Order Clerk</b></li> <li><b>Receptionist</b></li> <li><b>Secretary</b></li> <li>Typist</li> </ul>	<ul style="list-style-type: none"> <li><b>Agents</b></li> <li>Bookkeeping</li> <li>File Clerk</li> <li>First-Line Supervisor</li> <li><b>Legal Secretary</b></li> <li>Payroll Clerk</li> <li>Statistical Assistant</li> <li>Tax Preparer</li> </ul>	<ul style="list-style-type: none"> <li><b>Administrative Mgr</b></li> <li><b>Budget Analyst</b></li> <li><b>Compensation, Benefits, and Job Analysis Specialist</b></li> <li><b>General Manager</b></li> <li><b>Human Resource Mgr</b></li> <li><b>Interpreters and Translator</b></li> <li><b>Management Analyst</b></li> <li>Meeting Planner</li> <li>Public Relation Mgr</li> <li>Training Manager</li> </ul>	<ul style="list-style-type: none"> <li><b>Chief Executive</b></li> <li><b>Operations Research Analyst</b></li> <li>Statistician</li> </ul>

<sup>+</sup>PPR: related courses that lead to a specific post-high school career or educational outcome chosen by the student and based on the student's interests and High School and Beyond Plan and are intended to provide a focus for the student's learning, which may include Career and Technical Education, one of the required Art credits and/or two credits in the same World Language.  
<sup>\*</sup>Two consecutive years of the same World Language are needed for entrance into a 4yr University/College and will meet the PPR requirement.