

 SERVICE AREA: Business, Finance, Marketing and Management



BUSINESS MANAGEMENT AND ADMINISTRATION

Are you interested in helping a business be successful? Across all types of businesses and non-profit organizations, careers in Business, Management and Administration help plan, organize, direct and evaluate business functions. The federal Bureau of Labor Statistics predicts that through 2028, careers in the field will see above-average growth, and there are a wide range of opportunities across the spectrum of educational requirements.



PATHWAYS IN THIS CLUSTER...

- » Administrative Support
- » Business Information Management
- » General Management
- » Human Resources Management
- » Operations Management



...LEAD TO OCCUPATIONS AS:

- » Administrative Assistant
- » Advertising Sales Person
- » Auditor
- » Business Consultant
- » Corporate Trainer
- » E-Commerce Analyst
- » Entrepreneur
- » Finance Director
- » Human Resources Manager
- » Investment Executive
- » Marketing Analyst
- » Medical Transcriptionist
- » Office Manager
- » Public Relations Manager
- » Sales Representative
- » Wholesale and Retail Buyer



DIVE DEEPER INTO CAREER OPTIONS!

[www.dbqschools.org/
career-exploration](http://www.dbqschools.org/career-exploration)

OR

login to Kuder Navigator

(the Dubuque Community School District's career information system)

This page is meant to guide student course selection based on career interest and is not a comprehensive list of courses required for graduation from high school or for all 2-year and 4-year college-bound students.

- For comprehensive 4-year course recommendations, review pages 33-35.
- For comprehensive graduation requirements, review page 4.



CHART YOUR COURSES

The following high school courses can help prepare you for success in this field after high school. Everyone will have a career - not everyone will go to college. Start charting your courses with CAREER TRAINING and proceed to 2-YEAR-DEGREE and 4-YEAR DEGREE based on your post-secondary plans.

CAREER TRAINING

Recommended Courses:

- BUS111 Introduction to Business
- BUS121 Computer Essentials
- BUS335 Entrepreneurship
- BUS441 Marketing & Sales/Advertising
- WBL300 Employability Skills with Job Shadowing
- WBL401 Internship

Suggested Extension Courses:

- BUS311 Accounting I
- BUS312 Accounting II
- ISS121 Multimedia



2-YEAR DEGREE

Recommended Courses:

- BUS311 Accounting I
- BUS312 Accounting II
- ENG641 Composition I
- ENG643 Public Speaking
- MTH271/272 Algebra II

plus recommended CAREER TRAINING courses

Suggested Extension Courses:

- ENG644 Composition II
- ISS131 Computer Science Principles I
- ISS132 Computer Science Principles II

plus suggested CAREER TRAINING courses



4-YEAR DEGREE +

Recommended Courses:

- ENG644 Composition II
- MTH361 Foundations of College Math
- MTH362 Math for Liberal Arts
- MTH521/522 AP Statistics

plus recommended CAREER TRAINING and 2-YEAR DEGREE courses

Suggested Extension Courses:

- MTH331/332 Pre-Calculus with Trigonometry

plus suggested CAREER TRAINING and 2-YEAR DEGREE courses