

How to learn more:

- Be a club officer.
- Interview someone with one of the occupations listed below.
- Volunteer to do clerical work at a shelter, nursing home, or other business.

Related Classes

- Economics
- Business
- Accounting
- Math
- English
- Keyboarding
- Computers



Check Off

Interests You Like:

- Typing the minutes of a school club meeting
- Filing or sorting mail or papers
- Running your own business
- Developing web pages
- Desktop Publishing
- Managing tasks for a group
- Preparing reports
- Analyzing data
- Typing documents for others
- Volunteering to answer phones
- Being a club officer
- Being an SCA officer
- Organizing a fund-raiser
- Organizing a school event

Occupational Specialties

- Accountant
- Billing Clerk
- Bookkeeper
- Financial Manager
- Public Relations Specialist
- Economist
- Company Executive
- Human Resource Manager
- Management Analyst
- Office Manager

Minimum Education

- Bachelor's
- HS Diploma
- HS Diploma
- Bachelor's
- Bachelor's
- Bachelor's
- Bachelor's
- HS Diploma

Average Salary/yr

- \$59,430
- \$30,950
- \$32,510
- \$99,330
- \$51,280
- \$83,590
- \$158,570
- \$96,130
- \$73,570
- \$91,570

