



Business, Management, Administration, Finance, Marketing, and Sales

Career Opportunities: From local to global, and everything in-between

Your traditional thoughts of business may revolve around things like cubicles and calculators – but today’s business is much more than that. Today’s business field has become incredibly complex, encompassing not only the old standbys of accounting and finance, but also diverse areas such as management, quantitative analysis, human resources, information technology, marketing, economics, communications, public relations, marketing and more.

Start Here



Check to see if your school offers any of these classes...

Freshmen	Sophomores	Juniors	Seniors
Pre-AP Geometry	Pre-AP Algebra II	Pre-AP Pre-Calculus	AP Calculus
Pre-AP World Geography	AP World History	Pre-AP Algebra II	AP Statistics
Foreign Language	Foreign Language	Accounting I	Administrative Procedures Career Preparation
Business Support Systems	Business Computer Information Systems I	Business Computer Information Systems II	Accounting II
Recordkeeping/Marketing Yourself		Principles of Technology	Business Ownership/Business Management
			Basic Computer Technology
			Marketing Career Preparation

Don't forget to ask about dual credit classes!

The Next Step



Regional training available in your area!

Cisco Junior College	Howard College	Western Texas College	Texas State Technical College	Ranger College
Business Systems Technology (AAS) (C- I, II)	Management Information Systems (AAS)	Information Technology Business Systems and Software Management (AAS)	Software and Business Accounting (AAS)	Office Technology (AAS) (C)
Management (AAS) (C- I, II)	Business Administration (AAS) (C)	Information Management Specialist (C)	Desktop Publishing (AAS)	Computer Information Technology (AAS) (C)
Real Estate (License)	Information Management (AAS)	Help Desk/User Support Technician (C)	Office Software Management (C)	
	Call Center Management (AAS)		Business Fundamentals (C)	
	Accounting (AAS) (C II)			
	Marketing (AAS) (C II)			

(AAS) Associate of Applied Science
(C) Certificate of Completion

Did you know...?

- Professional and Business Services ranked first in job creation with a gain of 59,000 jobs in 2007!
- Despite the national downturn, Texas housing prices increased 6.9 percent during the first quarter of 2007.
- From 2001 – 2007, Texas ranked first in export revenues (\$168.16 Billion).



Facts provided by www.governor.state.tx.us/ecodev/business_research/texas_economy

Welcome to your job!

Choose the path that is best for you.

Entry-Level Careers—High School Diploma, On-the-Job Training, and/or Minimal Experience

Retail Cashier \$16,094	Data Entry Clerk \$19,170	Travel Clerk\$32,934
Receptionist \$18,880	Payroll Clerk \$25,860	Customer Service Rep\$25,218
Administrative Assistant..... \$30,040	Legal Secretary \$21,690	Department Sales Manager....\$34,480

Technical and Skilled Careers—Community College, Associate’s Degree, Apprenticeship, and/or Technical Training

Bookkeeper..... \$30,396	Manufacturer Representative .. \$38,816	Office Manager.....\$46,231
Human Resource Assistant ... \$23,990	Computer Programmer \$45,388	Payroll Administrator\$42,450
Computer Help Desk..... \$38,971	Media Coordinator \$27,090	Executive Assistant\$38,228

Professional Careers—Colleges or Universities, Four-Year Degree or More

Payroll Manager..... \$62,011	Software Engineer \$47,078	Travel Manager\$65,548
Accountant..... \$36,008	Real Estate Appraiser..... \$37,200	Advertising Manager.....\$73,750
Ad Account Executive \$55,939	Webmaster \$59,724	Marketing Director\$75,770

Regional Employers

How to find possible employment opportunities on the web:

Go to: www.texasindustryprofiles.com

- Under the tab, *Workforce Supply*, Click *Employer Contact Information*
- In the red box at the bottom of the page, click *Agree*
- From the drop down box in the *Select One Region* rectangle, select *West Central*, and then select *Continue*
- Scroll down to the *Industry Cluster* rectangle, and select *Business and Financial Services* from the drop down menu
- The next page provides you with a 6-step process for searching employers by various categories
- Once each step has been filled, click the button entitled, *Find Employers for Selected NAICS*
- Click the blue link labeled, *View Employers*
- Check out a list of employers, their addresses, phone numbers, sales figures, and number of employees

Want More? Check out these websites for more information.

www.texasindustryprofiles.com/apps/win

Information on occupations, salaries, etc, in various industries across the state.

www.texasworkforce.org

Great starting place for employees and employers to meet! A good place to find state news and many occupational links.

www.workintexas.com

Site that allows both employers and job-seekers to register a profile in efforts to create matches that lead to jobs.

www.socrates.cdr.state.tx.us

Provides occupational profiles (regional salaries, training required, etc.) and occupational wage projections.