

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	Minimum Education	Average Salary/yr
• Accountant	Bachelor's	\$59,430
• Billing Clerk	HS Diploma	\$30,950
• Bookkeeper	HS Diploma	\$32,510
• Financial Manager	Bachelor's	\$99,330
• Public Relations Specialist	Bachelor's	\$51,280
• Economist	Bachelor's	\$83,590
• Company Executive	Bachelor's	\$158,570
• Human Resource Manager	Bachelor's	\$96,130
• Management Analyst	Bachelor's	\$73,570
• Office Manager	HS Diploma	\$91,570

