

## Nontraditional Careers in Business

### Men:

- > Bookkeeping, Accounting, and Auditing Clerk
- > Court, Municipal, and License Clerk
- > Executive Secretary and Administrative Assistant
- > General Office Clerk
- > Human Resources Assistant
- > Insurance Claims and Policy Processing Clerk
- > Legal Secretary
- > Paralegal and Legal Assistant
- > Payroll and Timekeeping Clerks
- > Receptionists and Information Clerk

### Women:

- > Courier and Messenger
- > Industrial Production Mgr.

For a complete list of nontraditional careers for men and women in business, refer to the career charts in the 2010 *Utah Student Guide to Career Planning*.

“My friends kind of laughed at me at first when I took a class that wasn’t really traditional, but they got used to it because they see I’m going a little further. Go for what you really want to do. I know it may seem funny at first, but in the end, as long as you’re happy, that’s all that matters.”

*Jesus Jiron, Business student*

Break free of the traditions and barriers that limit your choices.  
What’s stopping you? Be different! Try something new!  
Is a nontraditional career in your future?

# Business

PREPARING STUDENTS FOR THE WORLD OF BUSINESS



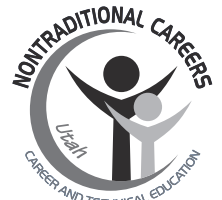
Talk to your school counselor  
about a nontraditional career in business.

*Break free of the barriers that limit your career choices.*

[www.UtahCTE.org](http://www.UtahCTE.org)



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BUSINESS EDUCATION

## Nontraditional Careers

Did you know a nontraditional career is any occupation in which women or men comprise 25 percent or less of its total employment?

Nontraditional jobs are attractive because they generally offer higher entry-level wages.

Choosing a nontraditional career path can mean:

- > Greater job satisfaction.
- > Higher wages and better benefits.
- > Great advancement opportunities.
- > Economic self-sufficiency.
- > Broader job opportunities.
- > Freedom to pursue a career related to your interests and abilities.

**BREAK with tradition and explore a nontraditional career!**

## A Career in Business

As technology in business advances and the complexity of business increases, so does the need for savvy business professionals. Professional and business services opportunities are available in every industry — from private industry to local, state, and federal government.

Below are the five Career and Technical Education (CTE) Pathways in Business Education:

- Accounting and Finance
- Business Administration Support
- Business Entrepreneurship
- Business Management
- Business Technology Support

## CTE Pathways

High school is a great time to try out a wide range of Career Pathways by enrolling in CTE courses. As an added bonus, you will be developing work-related skills that can be put to immediate and profitable use.

CTE provides courses and Pathways consistent with industry training and certification, thus providing depth and meaning for both visual and hands-on learning and education that can be applied in today's job market.

Through participation in CTE, Business Education can guide you as you take courses in your chosen Pathway.

By taking Business Education courses, you will learn skills to use in a global marketplace. You will also gain an important foundation of knowledge and skills necessary for continuing your education in business.

## Employment and Outlook

The employment opportunities in the business industry are vast. Throughout the state of Utah, business professionals are affecting and making significant contributions to the economic development of the state. Recently, Utah was ranked the eighth-best state for business in America.<sup>1</sup>

In 2008, the Utah Business Resource Centers (BRC) Act was signed into law. This act provides services that will help new and existing businesses to grow, thereby helping to increase the success rate of Utah businesses.

In the U.S., between 2002 and 2007, the number of small businesses increased from 23 million to 27 million.<sup>2</sup>

Training and education beyond high school are important for success in a career in business. Whether you choose a one-year certificate, a two-year associate or technical degree, a four-year bachelor's degree, or an advanced degree will depend on your career path. **The choice is yours!**

*Professional and business services makeup nearly 13 percent of Utah's employment base.<sup>3</sup>*

## UtahFutures

Log on to UtahFutures.org to learn more about a career in business. From the home page, click on the "occupations" option to find an occupation that interests you and link to the description for that occupation. Check out employment opportunities, working conditions, outlook, skills and abilities, and wages for your selected occupation.

**Is a nontraditional career in your future?**



<sup>1</sup> *Deseret News*, July 15, 2010, "Utah 8th best for business, according to CNBC list"

<sup>2</sup> *The Washington Post*, July 14, 2010, "Businesses owned by minorities, women boomed before recession, census says"

<sup>3</sup> Utah Department of Workforce Services