Table of Contents

Section A: Career Paths 1
Accounting 3
Public Accounting 3
Private/Management Accounting 4
Government 5
Business Administration 7
Banking 8
Insurance 8
Finance 9
Human Resources 10
Retailing 11
Advertising 11
Production 12
Distribution 13
Court Reporting and Related Careers 14
Court Reporting 14
Hearing Reporting 14
Legislative Reporting 14
Conference Reporting 14
Freelance Reporting 14
Criminal Justice 16
Corrections 18
Forensic Science 19
Department of Homeland Security 19
Information Security 20
Law Enforcement 21
Federal Bureau of Investigation (FBI) and Secret Service 22
Transportation Security Administration 22
Treasury Department/Internal Revenue Service 23
U.S. Customs and Border Protection 24
Private Security 25
Fashion and Retail Management 27
Management 28
Buying 29
Distribution 29
Visual Merchandising and Design 31
Sales 31
Financial Services 33
Asset Management 33
Commercial Banking 34

Corporate Finance 34 Investment Banking 35 Securities Sales and Trading 36 Healthcare 38 Dentistry 39 Education 40 **Emergency Medical Services** 40 Medical Offices/Labs 41 Nursing 42 Pharmacy 43 Radiology 43 Marketing and Sales 44 Therapy Services 45 Hospitality Management 47 Rooms Division 48 Events Planning 49 Sports and Entertainment/Facilities Management 50 Sports and Entertainment/Marketing, Media, and Public Relations 51 Recreation, Health, and Fitness 53 Food and Beverage 56-59 Travel Tourism Management 69 Culinary Arts/Food Service 56 Beverage Service 57 Education and Training 59 Food Production 59 Marketing and Sales 61 Media 62 Nutrition 63 **Operations Management** 65 Pastry Arts 66 Research and Development, Food Technology, and Product Development 67 Travel/Tourism 69 Travel Agencies 71 Corporate Travel 72 Tourist Bureaus and Offices 73 Convention and Visitors Bureaus 73 Chambers of Commerce 74 Department of Economic Development 75 Education 75

Tour Operations 75 Associations 76 Conference and Meeting Planning 77 Hotels, Motels, and Resorts 77 Public Relations 77 Travel Writing 78 Airlines and Airports 79 Car Rental Agencies 79 Cruise Lines 80 **International Business 81** Accounting 83 Advertising 83 Banking 84 Customhouse Brokerages 85 Distribution 85 Exporting 86 Importing 86 Marketing 87 Public Relations/Public Affairs 88 Relief Organizations 88 Trade Show Management 89 Trading 89 Translator and Interpreter Services 90 Marketing 91 Sales/Management 92 Market Research 93 Telemarketing 94 Retailing 94 Office Management and Support 95 Administration 97 Information Processing 98 Paralegal 98 Specialization 100 Word Processing 101

Technology 103 Computer Applications and Networks 105 Computer Business Applications 106 Computer Drafting 106 Computer Graphics 107 Computer Information Systems 108 Computer Technology Services 108 Cyberterrorism/Network Security 109 Education/Training 110 Electronics 111 Information Science 111 Robotics 112 Marketing and Sales 113 Technology Project Management 113 Web Site Management and Development 114 **Telecommunications** 116 Equipment Manufacturing 117 Marketing and Customer Support 117 Network Operations 118 Systems Operations 119 Veterinary Technology 121 Animal Care Services 122 Animal Care and Pet Grooming 123 Education 124 Laboratory Animal Care 125 Veterinary Medicine 125 Section B: Glossary of Terms Used in Job Descriptions 129 Section C: Index of Job Descriptions 133 Section D: Bibliography 175 Index 177