

## The Business and Administration Programme

Do you want to have a lot of contact with people while working?

Do you want to apply for a job directly after secondary school?

Do you want the possibility to work or study abroad?

Do you want to learn more about a growing and changing industry?

Do you want to start your own company some day?

If so, then the Business and Administration Programme just may be something for you.

On the Business and Administration Programme you get to broaden your sales, service and tourism skills. These fields are very big and touch on many different branches and jobs. You learn to interact with clients and take care of people's different wishes and needs. You will also think about topical issues such as the environmental impact and sustainable development.

If you want to work in business or travel you will end up in an international industry. With language skills and understanding and an interest in other cultures, you have a good possibility to work or study abroad after your time on the Business and Administration Programme.

### Working or studying further

If you choose the Business and Administration Programme you can apply for a job directly after upper secondary school. Which job you can apply for depends on which course of study you have chosen and studied. You can also choose to further your education at a university or vocational university. Ask your school and careers officer which courses you should choose to be qualified to apply.

### Possible jobs

Once you have studied on the Business and Administration Programme you can apply for a job as a salesperson, shop assistant, tour leader or tour guide.

### Programme contents

The Business and Administration Programme consists of courses. Certain courses are obligatory for everyone who studies at secondary school. Other courses are special for the Business and Administration Programme. You get to choose some of the other courses yourself.

The programme has two national branches. This means everyone in the whole country who studies on the Business and Administration Programme can choose them. Certain places may have courses of studies which are perfect for you. Ask your careers officer!

The national branches:

- retail and service – for those of you who want to work in stores, or selling goods to stores
- tourism and travel – for those of you who want to work at travel agencies, as guides, with tourist information or at a hotel

### **Contact with working life**

On the Business and administration programme you already have contact with the profession during secondary school. You have at least 15 weeks of internship training (APU). Your APU is organised by your school in collaboration with different companies and work sites where you live. It is a good way to get contacts which you can use when you apply for a job. If you are interested in doing your APU in a country other than Sweden, this can be arranged.

### **Jobs and the future**

A lot of personnel are needed within the industry. If you want to work in sales or in a store maybe you can more easily find a job once you have studied on the Business and Administration Programme. If you want to work with tourism or administration it can be more difficult. There are not as many jobs, and there are many who are applying.