



Vocabularios en
educación argentina

International Standard Classification of Education : fields of education and training Business, Administration and Law

lista alfabética

UNESCO Institute of Statistics

The International Standard Classification of Education (ISCED) is a framework for assembling, compiling and analysing cross-nationally comparable statistics on education. ISCED Fields of Education and Training classifies education programmes and related qualifications by fields of study.

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URL: <https://vocabularios.educacion.gob.ar/admin/iscedf/>

Referencias:

TG: término superior

TE: término específico

UP: término no preferido

USE: use

TR: término relacionado

EX: Excluye

IN: Incluye

NA: nota de alcance

Metatérmino: es un término que agrupa otros términos, no debería utilizarse para la indización

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Accounting and taxation USE 0411

Accounting and taxation is the study of maintaining, auditing and recording financial transactions.

Programmes and qualifications with the following main content are classified here:

- Accounting
- Auditing
- Bookkeeping
- Tax accounting
- Tax management

Business and administration USE 041

Commerce et administration USE 041

Compétences professionnelles USE 0417

Competencias laborales USE 0417

Comptabilité et fiscalité USE 0411

Contabilidad e impuestos USE 0411

Derecho USE 0421

Derecho USE 042

Droit USE 0421

Droit USE 042

Educación comercial y administración USE 041

Educación comercial y administración USE 0413

Finance, banking and insurance USE 0412

Finance, banking and insurance is the study of planning, directing, organizing and controlling financial activities and services. It includes the control and monitoring of the financial resources of organizations, institutions and individuals, and the provision of financial services at the corporate and individual level.

Programmes and qualifications with the following main content are classified here:

- Bank teller studies
- Banking and finance
- Finance theory
- Insurance
- Investment analysis
- Investments and securities
- Pension insurance
- Social insurance
- Stock-broking

Finance, banque et assurances USE 0412

Gestion et administration USE 0413

Gestión financiera, administración bancaria y seguros USE 0412

Inter-disciplinary programmes and qualifications involving business, administration and law USE 048

Inter-disciplinary programmes and qualifications involving business, administration and law USE 0488

Inter-disciplinary programmes and qualifications to which the greatest intended learning time is devoted to business, administration and law are classified here.

Law USE 042

Law USE 0421

Law is the study of the principles and procedures for formally maintaining social order, including training for legal professions such as advocate or training for the judicial bench.

Programmes and qualifications with the following main content are classified here:

- Commercial law
- Criminal justice studies
- History of law
- Indigenous law
- Jurisprudence
- Labour law
- Legal practice
- Notary/Notary's practise
- Paralegal studies

Management and administration USE 0413

Management and administration is the study of planning, directing and operating the functions and activities of organizations and institutions. Programmes in management also including administration, economics, finance etc. are included here if emphasis is given to management and administration.

Programmes and qualifications with the following main content are classified here:

- Administration
- Educational management
- Employment management
- Entrepreneurship
- Health administration
- Logistic management
- Management science
- Office management
- Organizational theory and behaviour
- Personnel administration
- Personnel management
- 'Start your own business' courses
- Supply change management
- Training management

Marketing and advertising USE 0414

Marketing and advertising is the study of promoting the exchange processes of goods and services

between organizations and/or individuals, and the study of consumer behaviour and requirements. It includes the study of the role of product development, pricing, distribution, promotion and sales in order to maximise business performance.

Programmes and qualifications with the following main content are classified here:

- Advertising
- Consumer behaviour
- Market research
- Marketing
- Merchandising
- Public relations

Marketing et publicité USE 0414

Mercadotecnia y publicidad USE 0414

Programmes interdisciplinaires et certifications impliquant commerce, administration et droit USE 0488

Programmes interdisciplinaires et certifications impliquant commerce, administration et droit USE 048

Secretariado y trabajo de oficina USE 0415

Secretarial and office work USE 0415

Secretarial and office work is the study of administrative procedures and practices, office technology and clerical, shorthand and keyboard skills. Specialised secretarial programmes (bilingual, medical, law, accounting etc) are included if the programme has secretarial work as its objective, rather than work as specialised assistants.

Programmes and qualifications with the following main content are classified here:

- Administrative and secretarial services
- Clerical programmes

Data entry
 Foreign language secretary programmes
 Keyboard skills
 Legal secretary programmes
 Medical secretary programmes
 Operation of office equipment
 Receptionist training
 Secretarial programmes
 Shorthand
 Switchboard operating
 Typing

Travail de secrétariat et de bureau USE 0415

Ventas al por mayor y al por menor USE 0416

Vente en gros et au détail USE 0416

Wholesale and retail sales USE 0416

Wholesale and retail sales is the study of buying and selling goods and services, including stock management, pricing practices, loss prevention, sales systems and procedures. It includes the study of the workings and current trends of the wholesale and retail industries. Selling of buildings and properties is also included.

Programmes and qualifications with the following main content are classified here:

Auctioneering
 Consumer services
 Demonstration techniques
 Purchasing
 Real-estate business
 Retailing
 Stock-keeping
 Ware-housing
 Wholesaling

Work skills USE 0417

Work skills is the study of the structure and function of working life. It comprises programmes, mainly given as staff training, related to the working place and to work assignments.

Programmes and qualifications with the following main content are classified here:

Clients' needs
 Company knowledge
 Customer service training
 'Introduction to work' courses
 Organization at work
 Quality assurance
 Trade union courses (general)
 Work development