



Vocabularios en
educación argentina

International Standard Classification of Education: fields of education and training Business and administration

alphabetical list

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: <http://vocabularios.educacion.gov.ar/admin/iscedf>

References:

BT: broader term

NT: narrower term

UF: use for

use: use

RT: related term

Metaterm: it's a term that describes others terms. It CAN'T be used in the indexing process.

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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

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

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

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

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