





**Business Management & Administration careers encompass:**

- Planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.**
- Business Management and Administration career opportunities are available in every sector of the economy.**

# Are you...

- Assertive: confident and able to take action but calm under pressure
- Practical: knows when to speak up and take action and when to sit back and wait
- A Critical thinker: Evaluate all the information at hand and propose possible solutions
- A Leader: Ability to take initiative and guide colleagues toward solutions.
- An Effective Communicator: Ability to speak with people of all levels, team player
- Able to utilize math/accounting knowledge, keep learning new methods

# Business Management and Administration

- Customer Service Representatives
- Court, Municipal & License Clerks
- Medical Secretaries
- Postal Service Mail Carriers
- Accountants
- Auditors
- Chief Executives



# Employment Outlook

Administrative, financial, human resource and property managers will be in demand.

- High growth careers in the Business, Management & Administration cluster include:
  - Computer Support Specialists
  - First Line Managers and Supervisors
  - Sales Representatives
  - Purchasing Managers
  - Customer Service Representatives
  - Market Research Analysts
  - Wholesale and Retail Buyers
  - Meeting and Convention Planners
  - Advertising and Promotions Managers.





- Utilize mathematical concepts, skills, and problem solving to obtain necessary information for decision-making in business.
- Describe laws, rules & regulations as they apply to effective business operations.
- Explore, develop & apply strategies for ensuring a successful business career.
- Identify, demonstrate and implement solutions in managing effective business customer relationships.
- Implement systems, strategies & techniques used to manage information in a business.
- Implement, monitor & evaluate business processes to ensure efficiency and quality results.

# The Business, Management and Administration Career Pathways

6 Career Pathways in this cluster:

- **Management** – Business Manager, Benefits Manager, Public Sector Manager
- **Financial Management & Accounting** – Accountant, Auditor, Budget Analyst
- **Human Resources** – EEO Officer, Human Resource Director, Trainer, Mediator
- **Business Analysis** – Systems Analyst, Consultant, Product Manager
- **Marketing & Communications** – Marketing Manager, Customer Service, Sales
- **Administrative & Information Support** – Receptionist, Assistant, Paralegal

<b>Grade</b>	<b>English/ Language Arts</b>	<b>Math</b>	<b>Science</b>	<b>Health/Dig Cit. Phys. Education Social Studies</b>	<b>CTE/Career Preparation Courses For this Pathway</b>	<b>Other or Elective For this Pathway</b>	<b>Elective For this Pathway</b>
<b>9</b>	English 9	Algebra I (C level avail.)	ICP or Biology	Health/Dig Cit	Introduction to Business	Physical Education	World Language
<b>10</b>	English 10	Geometry/ Algebra II (C level avail.)	Biology or Chemistry	US History	Accounting	Prep for College & Careers / Personal Financial Responsibility	World Language
<b>11</b>	English 11	Algebra II/ Geometry (C level avail.)	3 <sup>rd</sup> Core 40 Science	World History & Civilization	Principals of Marketing/ Business Law & Ethics	Psychology/ Sociology	World Language
<b>12</b>	English 12	Math or Quantitative Reasoning		US Government/ Economics (QR)	CEO program		Speech/



A woman with long brown hair, wearing a dark jacket over a plaid shirt, is looking down at a document in an office. The office has cubicles, desks with computers, and various office supplies. The scene is lit with warm, indoor lighting.

**IF YOU HAVE THAT DRIVE,  
YOU MIGHT START AS A SECRETARY  
OR GENERAL OFFICE CLERK**