



**Business Management and 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.**



<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Sample Career Specialities / Occupations</b></p>	<ul style="list-style-type: none"> <li>Accounting Manager</li> <li>Accounts Payable Manager</li> <li>Administrative Services Manager</li> <li>Assistant Credit Manager</li> <li>Association Manager</li> <li>Billing Manager</li> <li>Business &amp; Development Manager</li> <li>Chief Executive</li> <li>Compensation &amp; Benefits Manager</li> <li>Credit &amp; Collections Manager</li> <li>Entrepreneur</li> <li>Facilities Manager</li> <li>First Line Supervisor</li> <li>+ General Manager</li> <li>Government Manager</li> <li>Hospital Manager</li> <li>Human Resource Manager</li> <li>Management Analyst</li> <li>□ Management Trainee</li> <li>Manufacturing Manager</li> <li>Meeting &amp; Convention Planner</li> <li>Operations Manager</li> <li>Payroll Manager</li> <li>Public Organization Manager</li> <li>Public Relations Manager</li> <li>Public Relations Specialist</li> <li>Purchasing Manager</li> <li>Risk Manager</li> <li>Senior Manager</li> <li>Sports &amp; Entertainment Manager</li> </ul>	<ul style="list-style-type: none"> <li>Accountant</li> <li>□ Accounting Clerk</li> <li>Accounting Supervisor</li> <li>Accounts Receivable Clerk</li> <li>Adjuster</li> <li>Adjustment Clerk</li> <li>Assistant Treasurer</li> <li>Auditor</li> <li>❖ Billing Clerk</li> <li>Billing Supervisor</li> <li>Bookkeeper</li> <li>+ Budget Analyst</li> <li>Budget Manager</li> <li>Cash Manager</li> <li>+ Certified Public Accountant</li> <li>Chief Financial Officer</li> <li>Controller</li> <li>Cost Accountant</li> <li>□ Credit Manager</li> <li>Finance Director</li> <li>Financial Accountant</li> <li>Merger &amp; Acquisitions Manager</li> <li>❖ Payroll Accounting Clerk</li> <li>Price Analyst</li> <li>□ Purchasing Agent</li> <li>Top Collections Executive</li> <li>Top Investment Executive</li> <li>Treasurer</li> </ul>	<ul style="list-style-type: none"> <li>Affirmative Action Coordinator</li> <li>Assignment Clerk</li> <li>Compensation &amp; Benefits Manager</li> <li>Compensation, Benefits &amp; Job Analyst Specialist</li> <li>Conciliator/Mediator/Arbitrator</li> <li>Corporate Trainer</li> <li>Employee Assistance Plan Manager</li> <li>Employer Relations Representative</li> <li>Employment &amp; Placement Manager</li> <li>Employment Interviewer, Private or Public</li> <li>Employment Service</li> <li>Equal Employment Opportunity Specialist</li> <li>Human Resources Assistant</li> <li>Human Resources Clerk</li> <li>Human Resources Consultant</li> <li>Human Resources Coordinator</li> <li>Human Resources Generalist</li> <li>Human Resources Information Systems Specialist</li> <li>+ Human Resources Manager</li> <li>Identification Clerk</li> </ul>	<ul style="list-style-type: none"> <li>Industrial Relations Director</li> <li>International Human Resources Manager</li> <li>+ Interpreter and Translator</li> <li>Labor &amp; Personnel Relations Specialist</li> <li>Meeting &amp; Convention Planner</li> <li>Occupational Analyst</li> <li>Organizational Behaviorist</li> <li>OSHA/ADA Compliance Officer</li> <li>Pay Equity Officer</li> <li>Payroll Professional</li> <li>Personnel Recruiter</li> <li>Training &amp; Development Manager</li> <li>Training &amp; Development Specialist</li> </ul>	<ul style="list-style-type: none"> <li>Budget Analyst</li> <li>+ Business Analyst</li> <li>Business Consultant</li> <li>E-Commerce Analyst</li> <li>Marketing Analyst</li> <li>Operations Research Analyst</li> <li>Price Analyst</li> <li>Product Manager</li> <li>Requirements Specialist</li> <li>+ Systems Analyst</li> </ul>	<ul style="list-style-type: none"> <li>Advertising Salesperson</li> <li>Agent</li> <li>Art Director</li> <li>Assistant Department Manager</li> <li>Assistant Marketing Manager</li> <li>Assistant Store Manager</li> <li>Broker</li> <li>+ Copywriter</li> <li>❖ Counter Person</li> <li>Customer Service Clerk</li> <li>Customer Service Consultant</li> <li>Customer Service Supervisor</li> <li>Demonstrators and Product Promoter</li> <li>Department Manager</li> <li>Distribution Worker</li> <li>E-commerce Manager and Entrepreneur</li> <li>Event Manager</li> <li>□ Graphic Designer</li> <li>International Distribution Manager</li> <li>International Marketing Manager and Supervisor</li> <li>International Merchandising Manager &amp; Supervisor</li> <li>Logistics Manager/Coordinator</li> <li>Logistics Manager/Supervisor</li> <li>+ Market Researcher</li> <li>Marketing Information Manager</li> <li>Marketing Manager</li> <li>Media coordinator</li> <li>Product Manager</li> </ul>	<ul style="list-style-type: none"> <li>Project Manager</li> <li>Property, Real Estate and Association Manager and Supervisor</li> <li>+ Public Relations Specialist</li> <li>Public Relations Writer</li> <li>Research &amp; Development Manager</li> <li>Research &amp; Management Supervisor</li> <li>Retail Salesperson and Associate</li> <li>Route Salesperson</li> <li>Sales Engineer</li> <li>Sales Manager</li> <li>Sales Representative</li> <li>Salesperson</li> <li>Small Business Owner and Entrepreneur</li> <li>❖ Telemarketer</li> <li>❖ Traffic, Shipping, and Receiving Clerk</li> <li>Warehouse Manager</li> <li>□ Wholesale &amp; Retail Buyer</li> <li>❖ Wholesale, Freight, Stocking, Handling, Material Moving and Packing Worker</li> </ul>	<ul style="list-style-type: none"> <li>❖ Administrative Assistant</li> <li>Administrative Support Personnel</li> <li>Communications Equipment Operator</li> <li>❖ Computer Operator</li> <li>□ Court Reporter</li> <li>Customer Service Assistant</li> <li>Data Entry Specialist</li> <li>Desktop Publisher</li> <li>Dispatcher</li> <li>Executive Assistant</li> <li>Information Assistant</li> <li>□ Legal Secretary</li> <li>Medical Front Office Assistant</li> <li>□ Medical Transcriptionist</li> <li>Office Manager</li> <li>Paralegal</li> <li>❖ Receptionist</li> <li>Records Processing Occupations including ❖ Library Assistant &amp; Order Processor</li> <li>Shipping &amp; Receiving Personnel</li> <li>Stenographer</li> <li>Typist</li> <li>❖ Word Processor</li> </ul>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Pathways</b></p>	<p style="text-align: center;"><b>Management</b></p>	<p style="text-align: center;"><b>Business Financial Management and Accounting</b></p>	<p style="text-align: center;"><b>Human Resources</b></p>	<p style="text-align: center;"><b>Business Analysis</b></p>		<p style="text-align: center;"><b>Marketing</b></p>		<p style="text-align: center;"><b>Administrative and Information Support</b></p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);"><b>Cluster K&amp;S</b></p>	<p><b>Cluster Knowledge and Skills</b></p> <ul style="list-style-type: none"> <li>• Academic Foundations</li> <li>• Communications</li> <li>• Employability and Career Development</li> <li>• Ethics and Legal Responsibilities</li> <li>• Information Technology</li> <li>• Leadership and Teamwork</li> <li>• Problem Solving and Critical Thinking</li> <li>• Safety, Health, and Environment</li> <li>• Systems</li> <li>• Technical Skills</li> </ul>				<p><b>Education Needed for Career</b></p> <ul style="list-style-type: none"> <li>❖ High School – completed high school, high school with career and technology training, GED, on-the-job training, or apprenticeship</li> <li>□ Junior College – completed junior/community college, postsecondary technical, or career and technology training</li> <li>+ Baccalaureate Degree – completed four-year degree or more</li> </ul>			