 

**Career Planning Cluster: Business Management & Administration**

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| **Foundational Skills Recommended** | | | | |
| Oral and Written Communication Skills | Problem Solving | | Critical Thinking | Leadership |
| Teamwork | Ethical | | Legal Responsibility | IT |
| Health & Environment | Employability | | Career Development | Safety Focused |
| **Summary** | | | | |
| Business, management, and administrative workers give the support needed to make a business run. You might check employee time records or train new employees. Or, you might work as a top executive and provide the overall direction for a company or department. Pathways in this career cluster range from administrative support, business information management, general management to human resource management or operations management. | | | | |
| **Career Options** | | | | |
| Students interested in business management & administration can obtain a variety of interesting careers including: | | | | |
| * Administrative Assistant * Office Manager * Court Reporter * Dispatcher * Shipping & Receiving Personnel * Word Processor * Legal Secretary * Information Systems Manager * Accounting Supervisor * Chief Technology Officer * Budget Manager * Controller * Librarian * Payroll * Project Manager | | * Credit Manager * Business Development Manager * Compensation & Benefits Manager * Human Resource Manager * Facility Manager * Sports Management * Purchasing Manager * Corporate Trainer * Labor Relations Specialist * Distribution Manager * Operations Analyst * Sales Manager * Customer Service * Warehouse Management | | |