



**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.**

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| <b>Sample Career Specialties / Occupations</b> | <p>Entrepreneur, Chief Executive Officer, General Manager<br/>Accounting Manager, Accounts Payable Manager Assistant<br/>Credit Manager, Billing Manager<br/>Business &amp; Development Manager<br/>Compensation &amp; Benefits Manager, Credit &amp; Collections Manager, Payroll Manager, Risk Manager<br/>Operations Manager, Public Relations Manager, Human Resource Manager, Management Analyst, Facilities Manager<br/>Association Manager, Sports &amp; Entertainment Manager, Hospital Manager, Government Manager<br/>Public Organization Manager<br/>Manufacturing Manager<br/>Purchasing Manager, First Line Supervisor, Senior Manager<br/><br/>Management Trainee, Small Business Owner</p> | <p>Information Systems Manager<br/>Accounting Clerk, Accounting Supervisor, Adjuster, Chief Technology Officer, Auditor<br/>Bookkeeper, Budget Analyst<br/>Budget Manager, Billing Supervisor, Management Analyst, Controller, Merger &amp; Acquisitions Manager, Price Analyst, Top Collections Executive<br/>Information Technology Director, Chief Financial Officer, Finance Director<br/>Certified Public Accountant<br/>Project Manager<br/>Cost Accountant, Librarian<br/>Payroll Accounting Clerk</p> | <p>Human Resources Manager<br/>International Human Resources Manager, Human Resources Coordinator, Industrial Relations Director, Compensation &amp; Benefits Manager, Employment &amp; Placement Manager, Employee Assistance Plan Manager, Training &amp; Development Manager, Human Resources Consultant, Corporate Trainer<br/>Training &amp; Development Specialist<br/>Conciliator/Mediator/Arbitrator<br/>Employer Relations Representative<br/>Labor &amp; Personnel Relations Specialist, Affirmative Action Coordinator, Equal Employment Opportunity Specialist, OSHA/ADA Compliance Officer, Pay Equity Officer, Interpreter/Translator<br/>Organizational Behaviorist<br/>Occupational Analyst, Compensation, Benefits &amp; Job Analyst Specialist<br/>Human Resources Information Systems Specialist, Meeting &amp; Convention Planner, Employment Interviewer, Private or Public Employment Service, Personnel Recruiter, Human Resources Assistant, Payroll Professional<br/>Identification Clerk, Human Resources Generalist</p> | <p>Training and Development Manager, Operations Analyst, Sales Manager, Sales Representative<br/>Broker, Agent, Assistant Store Manager, Department Manager, Assistant Department Manager<br/>Salesperson, Customer Service Supervisor, Product Manager, Project Manager, Research &amp; Development Manager, Budget Analyst, International Merchandising Manager &amp; Supervisor, Marketing Manager, E-commerce Manager &amp; Entrepreneur<br/>Wholesale &amp; Retail buyer, International Distribution Manager, Warehouse Manager, Logistics Manager/Supervisor, Logistics Manager/Coordinator<br/><br/>Marketing Information Manager, Public Relations Specialist, Distribution Worker, Wholesale, Freight, Stocking, Handling, Material Moving and Packing Worker, Traffic, Shipping, &amp; Receiving Clerk<br/><br/>Demonstrator and Product Promoter, Supply Chain Manager, Director of Non-Profit Agency/Organization<br/>Operations Specialties Manager, Industrial Production Manager</p> | <p>Administrative Assistant, Executive Assistant, Office Manager<br/>Administrative Support, Information Assistant, Desktop Publisher<br/>Customer Service Assistant, Data Entry Specialist, Receptionist<br/>Communications Equipment Operator<br/>Computer Operator, Stenographer<br/>Dispatcher, Shipping &amp; Receiving Assistant, Word Processor, Medical Transcriptionist, Legal Secretary<br/><br/>Paralegal</p> |
| <b>Pathways</b>                                | <b>General Management</b>   | <b>Business Information Management</b>  | <b>Human Resources Management</b>  | <b>Operations Management</b>  | <b>Administrative Support</b>  |
| <b>Cluster K&amp;S</b>                         | <p><b>Foundation Knowledge and Skills</b><br/>           Problem Solving, Critical Thinking, Employability, Citizenship, Ethics, Career Development, Integrity, Teamwork, Legal Responsibilities, Academic Foundations, Technology Application, Communications, Safety, Health &amp; Environment, Leadership, Technical Literacy Cultural Competence, Lifelong Learning, Financial Well-Being, Organization &amp; Global Systems, Creativity, Innovation</p>  |   |  |   |  |

