



**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.**

Sample Career Specialties / Occupations	<p>Entrepreneurs • Chief Executives • General Managers • Accounting Manager • Accounts Payable Manager • Assistant Credit Manager • Billing Manager • Business &amp; Development Manager • Compensation &amp; Benefits Manager • Credit &amp; Collections Manager • Payroll Manager • Risk Manager • Operations Managers • Public Relations Managers • Human Resource Managers • Management Analysts • Facilities Managers • Association Managers • Meeting &amp; Convention Planners • Administrative Services Managers • Sports &amp; Entertainment Managers • Hospital Management • Government Management • Public Organization Management • Manufacturing Management • Purchasing Management • First Line Supervisors • Public Relations Specialists • Senior Managers • Management Trainees</p>	<p>Accountants * Accounting Clerk * Accounting Supervisor * Adjuster * Adjustment Clerk * Assistant Treasurer * Auditor * Bookkeeper * Budget Analyst * Budget Manager * Billing Supervisor * Cash Manager * Controller * Merger &amp; Acquisitions Manager * Price Analyst * Top Collections Executive * Top Investment Executive * Treasurer * Chief Financial Officer * Finance Director * Certified Public Accountant * Accounts Receivable Clerk * Cost Accountant * Financial Accountant * Billing Clerk * Payroll Accounting Clerk</p>	<p>Human Resources Managers • International Human Resources Managers • Human Resources Coordinators • Industrial Relations Director • Compensation &amp; Benefits Managers • Employment &amp; Placement Managers • Employee Assistance Plan Managers • Training &amp; Development Managers • Human Resources consultant • Corporate Trainer • Training &amp; Development Specialists • Conciliators/Mediators/Arbitrators • Employer Relations Representatives • Labor &amp; Personnel Relations Specialists • Affirmative Action Coordinators • Equal Employment Opportunity Specialists • OSHA/ADA Compliance Officer • Pay Equity Officers • Interpreters &amp; Translators • Organizational Behaviorists • Occupational Analysts • Compensation, Benefits &amp; Job Analyst Specialists • Human Resources Information Systems Specialists • Meeting &amp; Convention Planners • Employment Interviewers, Private or Public Employment Service • Personnel Recruiters • Human Resources Assistants • Payroll Professional • Assignment Clerks • Identification Clerks • Human Resources Generalist • Human Resources Clerks</p>	<p>Systems Analyst • E-Commerce Analyst • Requirements Specialist • Marketing Analyst • Operations Research Analyst • Business Consultant • Business Analyst • Budget Analyst • Product Manager • Price Analyst</p>	<p>Marketing Manager • Assistant Marketing Manager • Sales Engineer • Sales Manager • Sales Representative • Broker • Agents • Assistant Store Manager • Department Manager • Assistant Department Manager • Salesperson • Customer Service Supervisor • Customer Service Consultant • Counter Person • Customer Service Clerk • Product Manager • Project Manager • Research &amp; Development Manager • Research &amp; Management Supervisor • International Marketing Manager &amp; Supervisor • International Merchandising Manager &amp; Supervisor • Marketing Manager • Property, Real Estate and Association Manager &amp; Supervisor • Small Business Owner &amp; Entrepreneur • E-commerce Manager &amp; Entrepreneur • Wholesale &amp; Retail buyer • International Distribution Manager • Warehouse Manager • Logistics Manager/Supervisor • Logistics Manager/Coordinator • Market Researcher • Marketing Information Manager • Public Relations Specialist • Public Relations Writer • Copywriter • Media coordinator • Art Director • Graphic Designer • Event Manager • Advertising Salesperson • Route Salesperson • Distribution Worker • Wholesale, Freight, Stocking, Handling, Material Moving and Packing Worker • Traffic, Shipping, &amp; Receiving Clerk • Demonstrators and Product Promoter • Retail Salespeople &amp; Associate • Telemarketer</p>	<p>Administrative Assistant • Executive Assistant • Office Manager • Administrative Support • Medial Front Office Assistant • Information Assistant • Desktop Publisher • Customer Service Assistant • Data Entry Specialists • Receptionist • Communications Equipment Operator • Computer Operator • Court Reporter • Stenographer • Dispatcher • Shipping &amp; Receiving Personnel • Records Processing Occupations including Library Assistant &amp; Order Processor • Word Processor • Typists • Medical Transcriptionist • Legal Secretaries • Paralegals</p>
Pathways	<b>Management</b>	<b>Business Financial Management &amp; Accounting</b>	<b>Human Resources</b>	<b>Business Analysis</b>	<b>Marketing and Communications</b>	<b>Administrative &amp; Information Support</b>
Cluster K&S	<p><b>Cluster Knowledge and Skills</b></p> <p>◆ Academic Foundations ◆ Communications ◆ Problem Solving and Critical Thinking ◆ Information Technology Applications ◆ Systems</p> <p>◆ Safety, Health and Environmental ◆ Leadership and Teamwork ◆ Ethics and Legal Responsibilities</p> <p>◆ Employability and Career Development ◆ Technical Skills</p>					

