

# Business, Management & Administration

There are thousands of challenging educational and training opportunities within the highly-skilled world of Business, Management & Administration. The Business, Management & Administration career cluster prepares learners for careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Many of the courses taught in this cluster equip students with the necessary skills for success in the pursuit of a college education and a future career. Skills learned in this cluster are beneficial for all high school students regardless of career choice or diploma type.

## Pathways include:

- **Administrative & Information Support**
- **Business Financial Management & Accounting**
- **Human Resources**
- **Management**

The Business Management and Administrative Services industry is projected to be one of the fastest growing through the year 2008. Nearly half of all jobs are in managerial and professional occupations, and nearly one-fourth of all workers are self-employed. In the next few years, many new jobs will be added and many openings will result from the need to replace experienced workers who leave jobs.

## Additional Resources

### Directory of Business Related Careers

Database of business-related careers that includes information on specific jobs as well as the overall job market for business.

<http://www.khake.com/page13.html>

### Accounting Profiles

A site which details the accounting profession.

<http://www.careers-in-accounting.com>

### Finance Careers

A comprehensive site that provides information on the finance profession.

<http://www.careers-in-finance.com>

### Business/Management/Administration Careers

Read about specific careers in the areas of administrative support, information processing, accounting, human resources and other related management support services.

<http://www.iseek.org/sv/Careers?id=15001:04>



## Future Business Leaders of America

FBLA provides opportunities for students to develop vocational and career-supportive competencies. Participation in FBLA activities promotes civic and personal responsibility; helps students develop business leadership skills and establish career goals; and prepares them for useful citizenship and productive careers.

[www.fbla.org](http://www.fbla.org)  
[www.georgiafbla.org](http://www.georgiafbla.org)