

# Career Clusters & Pathways



Focusing Education on the Future!

# Preparing for Success in Business Management & Administration





- The business management and administration 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.
- This industry is one of the highest-paying industries.
- 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.

# Necessary Skills and Traits

- Solid background in math, science, communications, and technical skills
- Knowledgeable in their subject
- Ability to communicate with others
- Ability to inspire trust and confidence



# Preparing for Success in **Business Management & Administration**

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



# Preparing for Success in Business Management & Administration

**Administrative & Information  
Support**





Career Cluster Area: **Business Management & Administration**  
Career Pathway: **Administration & Information Support**

## Pathway Major Courses

3 + 1

**To complete a pathway, one must take THREE Pathway Required Concentration Courses and ONE additional Pathway Elective Course.**

### ■ Pathway Concentration Courses (3)

- Business Data Applications
- Business Document Processing
- Business Procedures
- Communication for Business
- Computer Applications (Required)
- Multimedia Presentation/Communication Technology

### ■ Pathway Elective Courses (1)

- Apprenticeship/Internship
- Business Essentials
- Cooperative Business Education
- Fundamentals of Graphic Design
- Fundamentals of Web Design
- Practicum B- Digital File Preparation\*
- Principles of Accounting I
- Other Pathway Concentration Course

# Other Recommended Electives

## Administration & Information Support

- Advanced Composition
- Modern Language
- Journalism
- Psychology
- Speech



# Post-Secondary Degrees, Diplomas & Certificates Administration & Information Support

## ■ Technical Colleges

- Administrative Office Technology
- Business Office Technology
- Computer Applications Specialist
- General Office Assistant
- Legal Assistant
- Microcomputer Specialist
- Microsoft Office Specialist

## ■ Colleges/Universities

- Business Administration
- Business Management
- Human Resources Management
- General Business
- Management Supervisory Development

# Careers in Administration & Information Support

- Administrative Assistant
- Administrative Support
- Desktop Publisher
- Receptionist
- Court Reporter
- Shipping & Receiving Personnel
- Word Processor/Typist
- Executive Assistant
- Medical Front Office Assistant
- Customer Service Assistant
- Communications Equipment Operator
- Stenographer
- Records Processing
- Legal Secretary/Paralegal
- Office Manager
- Information Assistant
- Data Entry Specialist
- Computer Operator
- Dispatcher
- Order Processor
- Medical Transcriptionist



# Employment Outlook Administration & Information Support

- Through the year 2010, certain jobs found in this sector are expected to increase at a greater than average rate, including customer service representatives, paralegals, receptionists and information/records clerks.
- Jobs in medical records and desktop publishing will grow at a faster than average rate.



# Employment Outlook Administration & Information Support

- Job opportunities for computer and data processing services will be excellent for most workers.
- Administrative and information support managers will be needed to coordinate an increasing amount of support work and ensure that technology is applied and running properly.
- Opportunities will be best for skilled and experienced workers.

# Preparing for Success in Business Management & Administration

**Business Financial  
Management & Accounting**



Career Cluster Area: **Business Management & Administration**  
Career Pathway: **Business Financial Management & Accounting**

## Pathway Major Courses

3 + 1

**To complete a pathway, one must take THREE Pathway Required Concentration Courses and ONE additional Pathway Elective Course.**

- Pathway Concentration Courses (3)
  - Banking and Investing
  - Business Essentials
  - Legal Environment of Business
  - Principles of Accounting I (Required)
  - Principles of Accounting II
  
- Pathway Elective Courses (1)
  - Apprenticeship/Internship
  - Business Data Applications
  - Business Procedures
  - Computer Applications
  - Other Pathway Concentration Course



# Other Recommended Electives

## Business Financial Management & Accounting

- Entrepreneurship: Building a Business
- Mathematical Money Management
- Peer Leadership
- Speech
- Statistics

# Post-Secondary Degrees, Diplomas & Certificates **Business Financial Management & Accounting**

## ■ Technical Colleges

- Accounting
- Accounting Assistant
- Banking & Finance
- Computer Accounting Specialist
- Small Business Management

## ■ Colleges/Universities

- Accounting
- Actuarial Science
- Finance
- Financial Management
- General Business
- Personal Financial Planning

# Careers in Business Financial Management & Accounting

- Accountant
- Adjustment Clerk
- Budget Adjuster
- Price Analyst
- Finance Director
- Cost Accountant
- Payroll Accounting Clerk
- Assistant Treasurer
- Billing Supervisor
- Top Collections Executive
- Chief Financial Officer
- Accounts Receivable Clerk
- Accounting Supervisor
- Top Investment Executive
- Certified Public Accountant
- Merger & Acquisitions
- Accounts Payable Clerk
- Financial Accountant
- Adjuster
- Bookkeeper
- Controller
- Auditor
- Cash Manager
- Accounting Clerk



# Employment Outlook

## Business Financial

### Management & Accounting

- Employment of accountants and auditors is expected to grow at a pace about as fast as the average for all occupations through the year 2010.
- In addition to openings resulting from growth, the need to replace accountants and auditors who retire or transfer to other occupations will produce numerous job openings annually.
- The most successful job applicants will have college degrees and some work experience.
- Competition will remain high for jobs in major accounting and business firms.

# Preparing for Success in Business Management & Administration

## Human Resources



Career Cluster Area: **Business Management & Administration**  
Career Pathway: **Human Resources**

## Pathway Major Courses

3 + 1

**To complete a pathway, one must take THREE Pathway Required Concentration Courses and ONE additional Pathway Elective Course.**

### ■ Pathway Concentration Courses (3)

- Business Essentials
- Communications for Business
- Legal Environment of Business
- Marketing Principles

### ■ Pathway Elective Courses (1)

- Apprenticeship/Internship
- Business Data Applications
- Business Document Processing
- Business Procedures
- Computer Applications
- Entrepreneurship: Building a Business
- Multimedia Presentations & Communication Technology
- Principles of Accounting I
- Other Pathway Concentration Course



# Other Recommended Electives

## Human Resources

- Individual & the Law
- Journalism
- Peer Leadership
- Psychology
- Sociology
- Speech
- Statistics

# Post-Secondary Degrees, Diplomas & Certificates Human Resources

## ■ Technical Colleges

- Business Management
- Database Specialist
- Human Resource Specialist
- Leadership Development
- Management & Supervisory Development
- Supervisory Specialist
- Team Leader Specialist

## ■ Colleges/Universities

- Business Management
- Communications
- Human Resources Management
- Management
- Management Supervisory Development
- Marketing

# Careers in Human Resources

- Human Resources Manager
- Corporate Trainer
- Meeting & Convention Planner
- Interpreter & Translator
- Personnel Recruiter
- Occupational Analyst
- International Human Resources Manager
- Employment & Placement Manager
- Equal Employment Opportunity Specialist
- Compensation and Benefits Manager
- Training & Development Manager
- OSHA/ADA Compliance Officer
- Human Resources Coordinator
- Employment Interviewer
- Human Resources Consultant
- Payroll Professional
- Pay Equity Officer
- Assignment Clerk



# Employment Outlook

## Human Resources

- Individuals trained in human resources are employed in numerous industries.
- Others are self-employed and work as consultants.
- Employment in this area is expected to grow about as fast as the average for all occupations through the year 2010.
- Other openings will result from the need to replace workers who transfer to other occupations or leave the workforce.
- The most successful job applicants will have a college degree along with work experience in this field.

# Preparing for Success in Business Management & Administration

## Management



Career Cluster Area: Business Management & Administration

Career Pathway: Management

## Pathway Major Courses

3 + 1

To complete a pathway, one must take **THREE Pathway Required Concentration Courses and ONE additional Pathway Elective Course.**

### ■ Pathway Concentration Courses (3)

- Business Essentials (Required)
- Communications for Business
- Entrepreneurship: Building a Business
- Legal Environment of Business
- Marketing Principles
- Principles of Accounting I

### ■ Pathway Elective Courses (1)

- Apprenticeship/Internship
- Business Data Applications
- Business Procedures
- International Business & Marketing
- Multimedia Presentations & Comm. Technology
- Other Pathway Concentration Course



# Other Recommended Electives

## Management

- Individual & the Law
- Modern Language
- Peer Leadership
- Psychology
- Speech
- Statistics
- Writer's Workshop

# Post-Secondary Degrees, Diplomas & Certificates Management

## ■ Technical Colleges

- Business Management
- Management Specialist
- Marketing Management
- Retail Management
- Small Business Management

## ■ Colleges/Universities

- Business Administration
- Finance
- International Business
- Management
- Public Administration
- Publication Management
- Risk Management & Insurance

# Careers in Management

- Entrepreneur
- Accounts Payable Manager
- Assistant Credit Manager
- Public Relations Manager
- Association Manager
- General Manager
- Chief Executive
- Billing Manager
- Risk Manager
- Management Analyst
- Hospital Management
- First Line Supervisor
- Government Management
- Business & Development Manager
- Compensation & Benefits Manager
- Credit & Collections Manager
- Meeting & Convention Planner
- Sports & Entertainment Manager
- Accounting Manager
- Payroll Manager
- Operations Manager
- Facilities Manager
- Senior Manager
- Management Trainee



# Employment Outlook Management

- Between the years 2000 and 2010, wage and salary jobs in business management and administration services are expected to grow by 42 percent, ranking occupations in this pathway among the fastest growing in the industry.
- The most successful job applicants will have a combination of experience and college degrees.
- Corporations, institutions and governments will increasingly need well-trained, well-informed business and management professionals.

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



# Preparing for Success in Business Management & Administration





# HALL CAREER COUNTY CLUSTERS

Focusing Education on the Future!

