**Title:** Introduction Activity: Business Management & Administration Career Cluster

**Grade:** 6

**Career Development Model:**
Career Exploration

**Nebraska Career Readiness Standards:**
- Manages personal career development

**Objective:**
- Students will identify varieties of job titles for career opportunities in the Business Management and Administration career cluster.

**Materials and Supplies Needed:**
- Five papers, each one listing a career pathway
- Multiple slips of paper, each one listing job examples
- Watch or clock
- Six copies of the answer sheet that tells which careers fit into which pathway (one for each group and one for you)
- Internet access
- Optional: Copies of “Business Management and Administration at a Glance” for student reference and aid to discussion.

**Class Instructions:**

**Time:** 30 - 40 minutes

1. Share with students that today we’re going to explore possible careers related to the Business Management and Administration career cluster.

2. Divide students into five groups.

3. Provide each group with five documents, each one listing a career pathway (Administrative Services, Business Information Management, Human Resources Management, Management, and Operations Management).

4. Provide each group with several slips of paper, each one listing a potential career specialty example (Business Analyst, Entrepreneur, Project Manager, etc.).
5. Tell the students they have 10 minutes to correctly place the career specialty slips onto the career pathway papers.

6. After time has elapsed, give each group an answer sheet that tells which careers fit into which pathway.

7. Determine how many careers were correctly identified.

8. Choose one pathway for each group to discuss and research online for 10-15 minutes. Explain that each group will present information about the pathways. Use the following three questions to guide the research and conversations:
   a. What job responsibilities are generally associated with this pathway?
   b. What are characteristics of individuals who are successful in this pathway?
   c. Who are some individuals you know who work in this pathway (family, friends, neighbors, etc.), and what is their career?

9. After time has elapsed, allow each group to present their findings about the career pathways.

10. Require each group to ask at least one question about each pathway presentation to maximize learning potential.

11. Continue to encourage exploration of Business Management and Administration.

**Credits/Sources:**
Nebraska Career Education
Directions: This list of pathways and careers within the Business Management and Administration career cluster serves as an answer sheet and can be split into one career per slip of paper for the above activity.

**Administrative Services Pathway**
Customer Service Representative  
Dispatcher  
Secretary  
Professional Administrative Assistant  
Order Clerk  
Project Assistant  
Executive Assistant  
Business Manager  
Project Leader  
Business Professor  
Senior Account Executive  
Business Systems Consultant

**Business Information Management Pathway**
Corporate Chief Information Officer  
Data Systems Designer  
Strategic Planning Consultant  
Logistics Technician  
Statistical Assistant  
Transcriptionist  
Database Technician  
Market Research Assistant  
Project Management Assistant  
Project Manager  
Business Analyst  
Quality Control Manager

**Management (General) Pathway**
Human Resources Manager  
Corporate Information Manager  
Meetings and Events Manager  
Food Service Manager  
Front Desk Manager  
Event Coordinator  
General Office Manager  
Entrepreneur  
Administrative Services Manager  
Organizational Development  
Consultant Chief Executive  
Corporate Vice President

**Human Resources Management Pathway**
Hiring Agent  
Payroll Assistant  
Employee Communications Assistant  
Employee Benefits Coordinator  
Job Training Specialist  
Interview Coordinator  
Compliance Manager  
Staff Trainer  
Recruiter  
Labor Relations Manager  
Corporate Human Resources Director  
Training Consultant

**Operations Management Pathway**
Retail  
Salesperson  
Counter and Rental Clerk  
Inventory Clerk  
Quality Control Technician  
Sales Broker  
Accounts Receivable Specialist  
Wholesale Buyer  
Warehouse Manager  
Merchandising Director  
Supply Chain Engineer  
Risk Management Consultant  
Chief Operations Officer