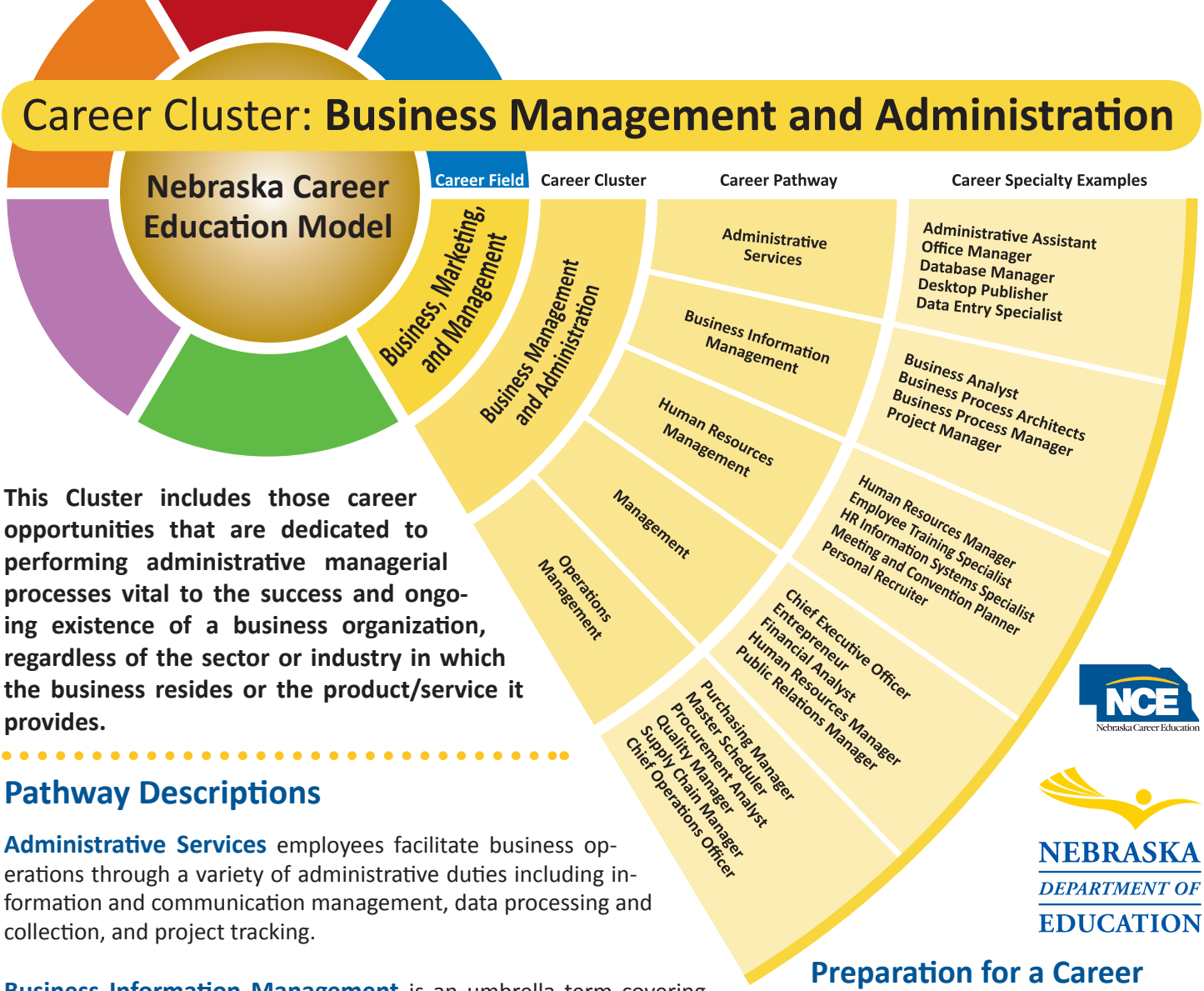
Career Cluster: **Business Management and Administration**



This Cluster includes those career opportunities that are dedicated to performing administrative managerial processes vital to the success and ongoing existence of a business organization, regardless of the sector or industry in which the business resides or the product/service it provides.

Pathway Descriptions

Administrative Services employees facilitate business operations through a variety of administrative duties including information and communication management, data processing and collection, and project tracking.

Business Information Management is an umbrella term covering those careers that provide a bridge between business processes/initiatives and information technology. Employees in this area help align business and information technology goals.

Human Resources Management focuses on the staffing activities that involve planning, recruitment, selection, orientation, training, performance appraisal, compensation, and safety of employees.

Management focuses on careers that plan, organize, direct, and evaluate all or part of a business organization through the allocation and use of financial, human, and material resources.

Operations Management focuses on planning, organizing, coordinating, and controlling the resources needed to produce/provide a business's goods and/or services. Examples of activities in Operations Management are quality control, scheduling, procurement, and warehousing.

NCE Nebraska Career Education

NEBRASKA DEPARTMENT OF EDUCATION

Preparation for a Career in this Cluster Includes...

Nebraska Career Education Coursework

Intro to Business, Marketing & Management
Personal Finance
Accounting
Business Law
Management & Leadership
Marketing
Info Technology Applications
Business Communication
Desktop Publishing
Web Design & Development
Database Design & Development

Extended Learning

DECA
Future Business Leaders of America (FBLA)
Manage fundraising activities
Mock Trial
Participate in youth leadership programs
Student representative on school board, city council, or Chamber of Commerce

Job shadow professionals
Participate in internships
Secure part-time employment
Volunteer in this career area

For additional Career Cluster Information visit: www.nebraskacareerconnections.org.

Postsecondary Options: **Business Management and Administration**

Students preparing for a career in the Business Management and Administration Career Cluster have a variety of postsecondary options. Education and training can be obtained through on-the-job training, technical colleges, two-year community colleges, fouryear colleges/ universities, and apprenticeship programs. They can enter programs leading to a certificate or a degree at the associate, baccalaureate, or advanced degree level. The table below shows examples of postsecondary Business Management and Administration programs of study organized by pathway.

	High School Diploma On-the-Job Training	Certificate/License	Associate's Degree	Bachelor's Degree	Master's/Doctoral Professional Degree
Administrative Services	Administrative Assistant Computer Operator Customer Service Data Entry Specialist Microsoft Office	Court Reporting Information Processing Legal or Medical Information Technology Office Administration	Court Reporting Information Processing Legal or Medical Information Technology Office Management	Information Systems Information Technology Management	
Business Information Management		Business Administration Information Technology Office Technology	Business Administration Information Technology Office Management	Business Administration Information Systems Information Technology Management	Business Administration Information Technology
Human Resources Management	Human Resources Clerk	Business Administration	Business Administration	Human Resources Management	Business Administration
Management		Certified Government Auditing Professional Certified Professional Consultant	Agribusiness Business Administration Marketing	Business Administration Entrepreneurship Marketing Finance Hospital Management International Business	Business Administration and Management
Operations Management		Business Administration Retail Management	Agribusiness Business Administration	Business Administration Marketing Operations Management	Business Administration

For additional information on the Business Management and Administration Career Cluster please contact:

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