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.

Preparation for a Career in this Cluster Includes...

**Nebraska Career Education Coursework**
- Intro to Business, Marketing and Management
- Personal Finance/Economics
- Accounting
- Business Law
- Management and Leadership
- Marketing
- Information Technology Applications I and II
- Business Communication
- Entrepreneurship
- Web Design
- Introduction to Digital Design

**Extended Learning**
- DECA
- Future Business Leaders of America (FBLA)
- Econ Challenge
- 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](http://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, four-year 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.

<table>
<thead>
<tr>
<th>High School Diploma</th>
<th>Certificate/License</th>
<th>Associate’s Degree</th>
<th>Bachelor’s Degree</th>
<th>Master’s/Doctoral Professional Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Administrative Services</strong></td>
<td>Administrative Assistant Computer Operator Customer Service Data Entry Specialist Microsoft Office</td>
<td>Court Reporting Information Processing Legal or Medical Information Technology Office Administration</td>
<td>Court Reporting Information Processing Legal or Medical Information Technology Office Administration</td>
<td>Information Systems Information Technology Management</td>
</tr>
<tr>
<td><strong>Business Information Management</strong></td>
<td>Business Administration Information Technology Office Technology</td>
<td>Business Administration Information Technology Office Management</td>
<td>Business Administration Information Systems Information Technology Management</td>
<td>Business Administration Information Technology</td>
</tr>
<tr>
<td><strong>Human Resources Management</strong></td>
<td>Human Resources Clerk</td>
<td>Business Administration</td>
<td>Business Administration</td>
<td>Human Resources Management</td>
</tr>
<tr>
<td><strong>Management</strong></td>
<td>Certified Government Auditing Professional Certified Professional Consultant</td>
<td>Agribusiness Business Administration Marketing</td>
<td>Business Administration Entrepreneurship Marketing Finance Hospital Management International Business</td>
<td>Business Administration and Management</td>
</tr>
<tr>
<td><strong>Operations Management</strong></td>
<td>Business Administration Retail Management</td>
<td>Agribusiness Business Administration</td>
<td>Business Administration Marketing Operations Management</td>
<td>Business Administration</td>
</tr>
</tbody>
</table>

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

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