



Is Business, Management & Administration the right cluster for you? Take this quiz to find out. Answer “yes” or “no” to the following questions.

Do you like math?

Are you good at organizing clubs or parties?

Can you persuade people to accept your point of view?

Do you like selling things?

Are you good at paying attention to details?

Do you play chess, other board games, or computer games?

If you play sports, are you a team leader?

Do you like to be in charge of group projects?

Do you like working and earning your own money?

If you answered “yes” to five or more of the above questions, this area may be the right cluster for you. To get a more specific and scientific measurement of your attitudes and abilities, ask your guidance counselor or teacher about taking a career assessment test or interest inventory.

Ask your guidance counselor which High School Courses and/or GCC Dual- Credit Courses you need to take in order to get started towards a future high demand– high wage occupation!



This career cluster falls in the following: John Holland Personality types:

Conventional

- Likes to work with numbers, records, or machines in a set, orderly way; generally avoids ambiguous, unstructured activities
- Is good at working with written records and numbers in a systematic, orderly way;
- Values success in business; and
- Sees self as orderly, and good at following a set plan.

Enterprising

- Likes to lead and persuade people, and to sell things and ideas; generally avoids activities that require careful observation and scientific, analytical thinking;
- Is good at leading people and selling things or ideas;
- Values success in politics, leadership, or business; and Sees self as energetic, ambitious, and sociable.



CAREER CLUSTERS

Connecting Education
with Your Future!



Business Management and Administration careers encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.



Climb aboard a business career for exciting challenges, great pay, and a solid future.





Cluster Knowledge & Skills

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Administrative & Information Support

Computer Information Systems Mgr. 95K+
Office Manager 70K+, Computer Systems Analyst 66K+
Technical Writer 54K+, Executive Assistant 44K+,
Network Specialist 42K+, Admin. Assistant 36K+
Computer Network Technician 34K+

Certificates

Computer Entrepreneur, Office Support Certification,
Webmaster Assistant Advanced Skills, Bus Foundation, Bus-Gen Mgmt, Administrative Assistant

Degrees

AS English, AS Math, AS Computer Science & Information, AAS Computer Software & Systems, AAS Office and Computer Technology

Business Analysis, Financial Mgmt & Accounting

Financial Mgr. 89K+
Economist 80K+
Tax Examiner/Preparer 60K+
Accountant 59K+, Auditor 54K+
Budget Analyst 54K+, Executive Assistant 44K+
Admin. Assistant 36K+

Certificates

Office Support Certification, Bus Foundation, Bus-Gen Mgmt, Accounting Office Support, Banking Operations

Degrees

AS Math, AAS Computer Software & Systems, AAS Accounting, AS Business Administration, AAS Business Management

Human Resources & Management

Public Relations Mgr 71K+
Director of Human Resources 55K+
Payroll & Timekeeping 54K+
Personnel Recruiters 53K+
Employment Interviewers 52K+

Certificates

Administrative Assistant, Business Foundation, Business General Management, Accounting, Accounting Office Support

Degrees

AAS Accounting, AS Business Administration, AAS Business Management, Office and Computer Technology

Marketing

Market Research Analyst 62K+
Statistician 56K+, Advertising 54K+
Marketing Managers 54K+
Sales Managers 54K+

Certificates

Administrative Assistant, Business Foundation, Business General Management, Banking Operations, General Banking, Accounting, Accounting Office Support Certification

Degrees

AS Sociology, AAS Accounting, AS Business Administration, AAS Business Management, Office and Computer Technology