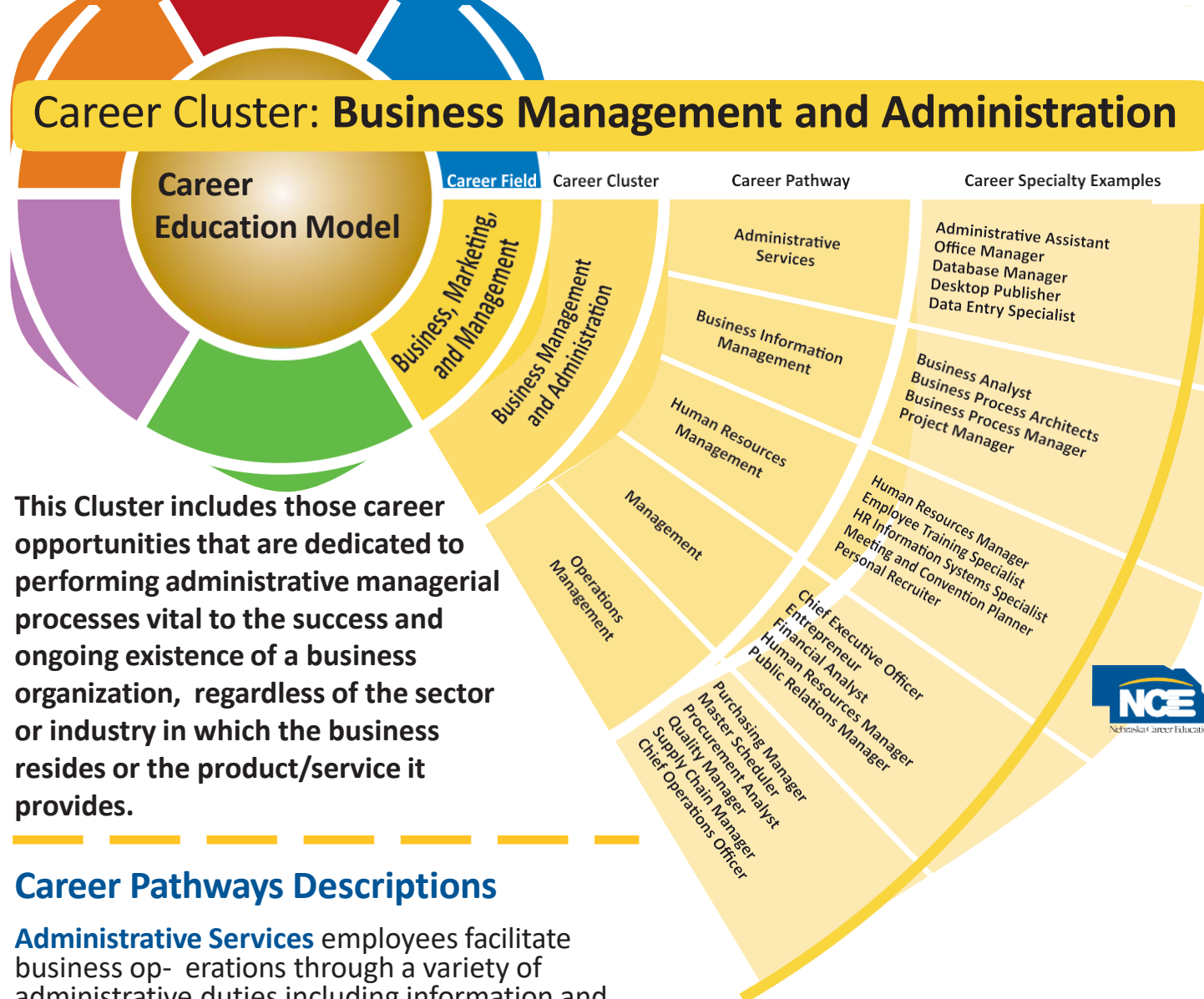


Career Cluster: Business Management and Administration



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.

Career Pathways 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.

Do you enjoy working with other people?

Are you good at working with numbers?

Do you like to plan and organize activities?

Have you started your own business?

Do you keep your checkbook balanced?

Are you an officer of an organization?

<https://azcis.intocareers.org/VideoPlayer.aspx?VideoFileNum=00-000004>

2:38 minutes video on this career cluster (you must be logged into AZCIS to see video)

Occupations Examples

Levels of Education and Earnings*

* Data from AZCIS

	National Annual Median Wage	Arizona Annual Median Wage
Work Experience in a Related Occupation		
Executive Secretaries	\$53,370	\$49,520
Office Managers	\$52,630	\$47,140
Postsecondary Vocational Training (Certificate or Diploma)		
Bookkeeping and Accounting Clerks	\$37,250	\$36,040
Associate Degree		
Geothermal Production Managers	\$93,940	\$92,310
Human Resources Assistants	\$38,100	\$34,870
Sustainability Specialists	\$68,170	\$65,270
Bachelor's Degree		
Human Resources Specialists	\$58,350	\$53,080
Meeting and Convention Planners	\$46,840	\$40,310
Operations Research Analysts	\$78,630	\$67,600
Supply Chain Managers	\$104,850	\$94,210
Work Experience Plus a Bachelor's or Higher Degree		
Administrative Services Managers	\$86,110	\$78,040
Business Executives	\$175,110	\$160,550
Computer Information Systems Managers	\$131,600	\$125,130
Employee Training Specialists	\$58,210	\$54,310
General and Operations Managers	\$97,730	\$80,350
Hydroelectric Production Managers	\$93,940	\$92,310
Human Resources Managers	\$102,640 - \$111,430	\$81,250 - \$105,860
Industrial Production Managers	\$93,940	\$92,310
Job Benefits and Analysis Specialists	\$60,850	\$53,250
Management Analysts	\$81,320	\$68,090
Purchasing Managers	\$108,120	\$99,180
Regulatory Affairs Managers	\$104,850	\$94,210
Wind Energy Operations Managers	\$104,850	\$94,210



Career Plan of Study

Learner Name _____

Date _____

Learner Signature _____

Advisor Signature _____

Parent/Guardian Signature (if required) _____

This plan of study should serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.

	9 th Grade	10 th Grade	11 th Grade	12 th Grade
High School	English I	English II	English III	English IV
	Algebra I or Geometry	Geometry or Algebra II	Algebra II, Trig or Statistics	Trigonometry, Pre-Calculus or Statistics
	Physical Science or Biology I	Biology I or Chemistry I	Chemistry, or Physics	Economics
	Geography/State History	World History	American History	Government
	Required Courses/Electives PE, Health, Art, Foreign Language, or Computer Technology	Required Courses/Electives PE, Health, Art, Foreign Language, or Computer Technology	Additional High School Electives Business Law Accounting I and II Computer Applications Computer Programming International Business	Technology Center Electives Business & Computer Technology Help Desk Analysis Business & Administration Services Accounting Services
Career Electives Computer Applications Career Orientation	Career Electives Adv. Computer Applications			
Post-Secondary	Career/Technical College		Community College	College/University
	<ul style="list-style-type: none"> ☞ Business & Computer Technology ☞ Help Desk Analysis ☞ Business & Administration Services ☞ Accounting Services 		<ul style="list-style-type: none"> ☞ Accounting ☞ Business Communications ☞ Human Resources Management ☞ Administrative Assistant 	<ul style="list-style-type: none"> ☞ Accounting ☞ International Business ☞ Market Management & Research ☞ Operations, Management & Supervision
Career Enhancement Options	Work-based Learning Options		Short-Term Training Options	
	Job-Shadowing: Internship/Mentorship: On-The-Job Training:		<ul style="list-style-type: none"> ☞ Certified Help Desk Analyst ☞ Certified Administrative Manager ☞ Microsoft Certified Professional ☞ Business Plan Development ☞ Entrepreneurship ☞ Customer Service ☞ Marketing, Advertising and Public Relations ☞ Conversational Spanish 	