Business Management & Administration

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.

High School Suggested Courses

(See your school counselor for availability)

- 3 Years of Math
- Computer Applications
- Business Education
- Marketing
- Communications
- Foreign Language
- Psychology

General Management

Potential Careers

- Supervisor
- Management Trainee
- Manager
- Supervisor
- Shift Leader
- Team Facilitator
- Coach
- Manager
- Supervisor
- Lead Worker
- Inspector
- Quality Technician

Operations Management

Potential Careers

- Project Assistant
- Office Assistant
- Customer Service Representative
- Information Assistant
- Assistant Meeting Planner
- Accounts Payable/ Receivable Clerk
- Payroll Clerk
- Accountant
- Account Manager
- Billing Clerk
- Bookkeeper
- Inventory Control Clerk

Human Resource Management

Potential Careers

- Human Resources Assistant
- Human Resources Representative
- Human Resources Coordinator
- Human Resources Technician

Administrative Services

Potential Careers

- Administrative Assistant
- Desktop Publisher Specialist
- Information Coordinator
- Office Assistant
- Project Coordinator
- Receptionist
- Medical Receptionsist
- Medical Appointment Scheduler
- Department/Clinic Associate
- Medical Customer Service Representative
- Clerical/Receptionist
- Medical Transcriptionist
- Medical Word Processor Operator
- Admittance Clerk
- Medical Administrative Assistant
- Medical Records Clerk
- Medical Transcriptionist
- Insurance Claims Processor

Business Information Management

Potential Careers

- Broadcast Captioner
- Communications Access Real-Time Translation
- Webcast Captioner
- Administrative Services Coordinator
- Customer Service Associate
- Program Assistant
- Receptionist-Data Entry
- Secretarial Assistant
- Administrative Support
- Customer Service Associate
- Front-Line Receptionist
- Office Assistant
- Word Processor
- Admittance Clerk
- Medical Administrative Assistant
- Medical Records Clerk
- Mdeical Transcriptionist
- Insurance Claims Processor
- Document Specialist
- Customer Service Representative
- Office Administrator
- PC Specialist
- Data Entry Operator
- Executive Assistant
- Project Assistant
- Office Assistant
- Customer Service Representative
- Information Assistant
- Clerical/Receptionist
- Medical Transcriptionist
- Medical Word Processor Operator
- Assistant Meeting Planner

For complete career information, visit: your district career website