



CareerClusters®
PATHWAYS TO COLLEGE & CAREER READINESS

Business Management & Administration

Administrative Support

Business operations are facilitated through a variety of administrative and clerical duties including information and communication management, data processing and project tracking.

- Administrative Assistants
- Computer Operators
- Court Reporters
- Office and Administrative Support Workers
- Receptionists and Information Clerks

Business Information Management

Business Information Management is an umbrella term covering careers that provide a bridge between business processes/initiatives and Information Technology.

- Business Intelligence Analysts
- Computer Systems Managers
- Database Administrators
- Document Management Specialists
- Information Technology Project Managers

General Management

The planning, organizing, directing and evaluation of all or part of a business organization through the allocation and use of financial, human and material resources.

- Advertising and Promotions Managers
- General and Operations Managers
- Public Relations Managers
- Purchasing Managers
- Storage and Distribution Managers

Human Resources Management

The staffing activities that involve planning, recruitment, selection, orientation, training, performance appraisal, compensation and safety of employees.

- Compensation and Benefits Manager
- Compliance Managers
- Human Resources Managers
- Labor Relations Specialists
- Training and Development Managers

Operations Management

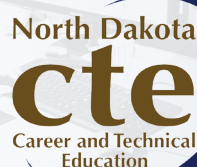
The planning, organizing, coordinating and controlling of the resources needed to produce/provide a business's goods and/or services.

- Business Continuity Planners
- Business Intelligence Analysts
- Business Operations Specialists
- General and Operations Managers
- Operations Research Analysts



- What education do I need for this occupation?
- Where can I get the necessary education?
- What are the future employment opportunities?
- What wages are typical?

Visit www.RUReady.ND.gov to learn more about these and other occupations.



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