

Business Management & Administration

Degree Type

Career Pathways

Business Management & Administration Career Cluster

The Business Management and Administration Career Cluster is focused on careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations.

Check with your counselor to see which pathways are offered at your school.

Schools

Battlefield High School,
Brentsville District High School,
Colgan High School,
Forest Park High School,
Freedom High School,
Gainesville High School,
Gar-Field High School,
Hylton High School,
Osborn Park High School,
Patriot High School,
Potomac High School,
Unity Reed High School,
Woodbridge High School

Administrative Support Pathway

Administrative Support: Administrative Support facilitate business operations through a variety of administrative and clerical duties including information and communication management, data processing and collection, and project tracking.

Title	Credits
Office Specialist 1 - Preparation	1
Office Specialist 2 - Preparation	1
Office Specialist 3 - Preparation	1

General Management Pathway

General Management: General 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.

Title	Credits
Principles of Business and Marketing	1
Business Law	1
Business Management	1
Entrepreneurship	1
Total Credits	3-4