

INVESTIGATING CAREER CLUSTERS



Business and Office

What Is the Business and Office Cluster?

Occupations in the business and office cluster focus on positions providing management and support services for companies. Jobs are in administration, management support, and administrative support.

Skills Needed

office skills, computer skills, written and oral communication skills, organizational skills, math skills

THE FACTS	Types of Careers in This Cluster	Work Description	Career Outlook	Education
	Accountant	Prepare, analyze, and verify financial reports and taxes for organizations	Good	Bachelor's degree
	Word processor	Set up and enter reports, letters, and text materials	Slow	High-school diploma
	Adjuster	Investigate and resolve complaints about merchandise, service, billing, and credit rating	Faster than average	High school diploma, Bachelor's degree
	Chief executive officer	Create policies and direct the operations of corporations	Good	Bachelor's degree, Master's degree
	Computer programmer	Write and maintain detailed instructions called programs or software	Faster than average	Bachelor's degree
	Systems analyst	Study business problems to design new solutions using computers	Faster than average	Bachelor's degree

ACTIVITY

Your goal: Write a persuasive proposal to your supervisor.

What to think about: In the business world, writing skills are essential. People communicate in writing every day. They write letters, memos, reports, proposals, and many other documents. Because of all the new ways of communication, some people work at home. This way of working is called telecommuting.

What to do: Write a business letter. Imagine that you have been doing research for a large toy manufacturing company. You need to care for a sick relative and want to work at home. Write a proposal to your supervisor to create a more flexible work schedule, including telecommuting. Use a business-letter format, including date, proper opening, and closing.

CRITICAL THINKING

1. What do you think of the jobs in this cluster? Do you think you might like to work in one of them? If so, which one?

2. How do the people who work in this cluster help you, your family, and your community? Explain in one paragraph.
