The Business Management and Administration Career Cluster programs prepare students for careers in planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Career opportunities in this cluster are available in every sector of the economy and require specific skills in organization, time management, customer service and communication.

Top Certifications Earned by K-12 Students

- Microsoft Office Specialist (MOS) Bundle
- CIW Internet Business Associate
- Quickbooks Certified User
- Adobe Certified Associate (ACA) Photoshop
- Adobe Certified Associate (ACA) Illustrator

Articulation Pathway to College

- Professional Legal Secretary (PLS) (TAFLP002)
- Articulates 9 credits
- Office Administration A.S. Degree

$961.56 in State College Tuition Savings

Top High School Programs

- Administrative Office Specialist (15,754)
- Accounting Applications (6,567)
- Emerging Technology in Business (5,886)
- Electronic Business Enterprise (5,511)
- Business Management and Analysis (5,173)
**Postsecondary & Employment**

2,003 District Postsecondary Enrollments

20 Districts

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**Top Postsecondary Programs**

- Medical Admin. Specialist (734)
- Accounting Operations (531)
- Admin. Office Specialist (320)
- Business Management and Analysis (202)
- Legal Admin. Specialist (150)

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**High Growth**

- Medical Secretaries: 2.46% Growth Rate

**High Wage**

- Web Developers: $30.60 per hour Mean Wage

**Annual Openings**

- General and Operations Managers: 8,647 Annual Openings

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Notes: Based on 2018-19 data. Postsecondary enrollment is limited to district programs and includes dual enrollment students.