



BUSINESS MANAGEMENT & ADMINISTRATION

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.

2019-20

52,906

enrollments in High School programs



+ 95,070

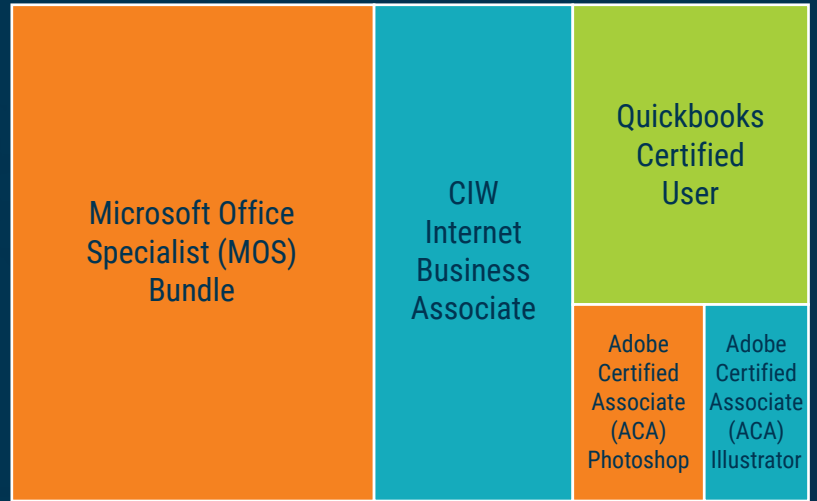
enrollments in Middle School programs



=

147,976

TOP CERTIFICATIONS EARNED BY K-12 STUDENTS



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



TOP PROGRAMS

Medical Admin. Specialist (734)

Accounting Operations (531)

Admin. Office Specialist (320)

Business Management Analysis (202)

Legal Admin. Specialist (150)

EMPLOYMENT OUTLOOK

ANNUAL OPENINGS

8,647

Annual Openings

General and Operations Managers

HIGH GROWTH

2.46%

Growth Rate

Medical Secretaries



Notes: Based on 2019-2020 data. Postsecondary enrollment is limited to district programs and includes dual enrollment students.