

2023-24

# 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.

## SECONDARY

### ENROLLMENT

**53,393**

Students Enrolled in High School Programs



**+ 69,374**

Students Enrolled in Middle School Programs



= 10,000

**= 122,767**

### TOP CERTIFICATIONS EARNED BY K-12 STUDENTS

**1<sup>ST</sup>**

PMI Project Management Ready

**2<sup>ND</sup>**

Quickbooks Certified User

**3<sup>RD</sup>**

Accredited Legal Professional (ALP)

### TOP HIGH SCHOOL PROGRAMS

1. Computer Applications in Business 1 (21,418)
2. Electronic Business Enterprise (7,709)
3. Accounting Applications (6,228)
4. Promotional Enterprise (4,284)
5. Administrative Office Specialist (3,630)

### ARTICULATION PATHWAY TO COLLEGE

Professional Legal Secretary (PLS)

Articulates 9 credits

Office Administration A.S. Degree

**\$961.02** in State College Tuition Savings

## POSTSECONDARY & EMPLOYMENT

### DISTRICT POSTSECONDARY ENROLLMENT

**1,285**  
Students Enrolled

**16**  
Districts

100% Career Certificate

### TOP CERTIFICATION

**1<sup>ST</sup>**

Quickbooks  
Certified User

**2<sup>ND</sup>**

PMI Project  
Management  
Ready

**3<sup>RD</sup>**

Certified  
Bookkeeper

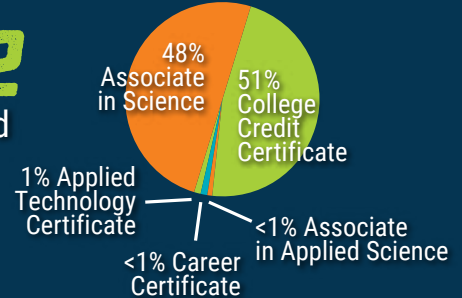
### TOP PROGRAMS

1. Accounting Operations (CAR) (536)
2. Medical Administrative Specialist (CAR) (247)
3. Business Management and Analysis (CAR) (232)
4. Administrative Office Specialist (CAR) (142)
5. Legal Administrative Specialist (CAR) (86)

### COLLEGE SYSTEM ENROLLMENT

**32,982**  
Students Enrolled

**28**  
Colleges



### TOP CERTIFICATION

**1<sup>ST</sup>**

Quickbooks  
Certified User

### TOP PROGRAMS

1. Business Administration (AS) (11,793)
2. Business Specialist (CCC) (5,408)
3. Accounting Technology (AS) (2,640)
4. Business Management (CCC) (2,491)
5. Business Operationst (CCC) (2,198)

## EMPLOYMENT OUTLOOK

**HIGH WAGE**

**\$47.51**

Per Hour Mean Wage

General and Operations Managers

**ANNUAL OPENINGS**

**15,477**

Annual Openings

General and Operations Managers

**HIGH GROWTH**

**1.50%**

Annual Growth Rate

Medical Secretaries and  
Administrative Assistants