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.

52,155 enrollments in High School programs

+ 97,441 enrollments in Middle School programs

= 149,596

Top Certifications Earned by K-12 Students

Microsoft Office Specialist (MOS) Bundle

CIW Internet Business Associate

Quickbooks Certified User

Adobe Certified Associate (ACA) Dreamweaver

Top High School Programs

Administrative Office Specialist (13,947)

Accounting Applications (6,440)

Business Management and Analysis (5,633)

Customer Assistance Technology (3,973)

Court Reporting (3,363)

Articulation Pathway to College

Professional Legal Secretary (PLS) (TALFLP002)

Articulates 9 credits

Office Administration A.S. Degree

$961.56 in State College Tuition Savings
2,264
District Postsecondary Enrollments

21
Districts

Top Postsecondary Programs

Medical Admin. Specialist (722)
Accounting Operations (638)
Admin. Office Specialist (379)
Business Management and Analysis (236)
Legal Admin. Specialist (171)

Employment Outlook

High Growth
2.27% Growth Rate
Medical Secretaries

High Wage
$29.84 per hour Mean Wage
Web Developers

Annual Openings
3,164 Annual Openings
General and Operations Managers

Notes: Based on 2016-17 data. Postsecondary enrollment is limited to district programs and includes dual enrollment students.