

# Business, Management, and Administration

## Cluster Definition

- Do you enjoy working with other people?
- Are you good at working with numbers?
- Do you like to plan and organize activities?
- Have you started your own business?
- Do you keep your checkbook balanced?
- Are you an officer of an organization?

If you answered yes to two or more of the questions above, you might be interested in considering a career in business, management, and administration.

If you are interested in the Business, Management, and Administration cluster, there are many career options. You may provide the needed support to keep a business in operation. Or you might keep track of the expenses and income. You could manage the financial activities of a business. Another option is to be sure that a business has qualified employees who are trained to do their jobs. Or after years of education or experience, you might direct the operations of a business.



## Related High School Electives

Accounting  
Advertising  
Banking and Finance  
Business Medical Office  
Business Computer Applications  
Business English  
Business Law  
Business Management

Business Math  
Data Systems  
Economics  
Entrepreneurship  
Keyboarding  
Marketing  
Marketing Management  
Office Procedures  
Personal Finance

Psychology  
Public Speaking  
Retail Marketing  
Sociology  
Statistics

[Accountants and Auditors](#)  
[Administrative Services Managers](#)  
[Advertising Managers](#)  
[Billing Clerks](#)  
[Bookkeeping and Accounting Clerks](#)  
[Budget Analysts](#)  
[Business Executives](#)  
[Computer Operators](#)  
[Copy Machine Operators](#)  
[Couriers and Messengers](#)  
[Court Reporters](#)  
[Data Entry Keyers](#)  
[Employee Training Specialists](#)  
[Employment Interviewers](#)  
[Employment Recruiters](#)  
[Executive Secretaries and Administrative Assistants](#)  
[File Clerks](#)  
[General and Operations Managers](#)  
[General Office Clerks](#)  
[Human Resources Assistants](#)  
[Human Resources Managers](#)  
[Interviewing Clerks](#)  
[Job Benefits and Analysis Specialists](#)  
[Mail Clerks](#)  
[Management Analysts](#)  
[Meeting and Convention Planners](#)  
[Office Managers](#)  
[Operations Research Analysts](#)  
[Order Clerks](#)  
[Payroll/Timekeeping Clerks](#)  
[Property and Real Estate Managers](#)  
[Receptionists](#)  
[Secretaries](#)  
[Shipping/Receiving Clerks](#)  
[Statistical Clerks](#)  
[Statisticians](#)  
[Stock Clerks](#)  
[Typists/Word Processors](#)

## Level of Education and Earnings

### Short-Term On-the-Job Training (Less than One Month)

|  | State Annual<br>Median Wage |   | State Annual<br>Median Wage |
|--|-----------------------------|---|-----------------------------|
| <a href="#">Copy Machine Operators</a>     | \$24,417                    | <a href="#">Mail Clerks</a>                   | \$30,879                    |
| <a href="#">Couriers and Messengers</a>    | \$27,398                    | <a href="#">Order Clerks</a>                  | \$31,785                    |
| <a href="#">File Clerks</a>                | \$26,734                    | <a href="#">Receptionists</a>                 | \$26,594 - \$28,822         |
| <a href="#">General Office Clerks</a>      | \$28,462                    | <a href="#">Shipping and Receiving Clerks</a> | \$32,060                    |
| <a href="#">Human Resources Assistants</a> | \$38,156                    | <a href="#">Stock Clerks</a>                  | \$24,724                    |
| <a href="#">Interviewing Clerks</a>        | \$32,199                    |   |                             |

### Moderate-Term On-the-Job Training (One to Twelve Months)

|   |          |  |          |
|---|----------|--|----------|
| <a href="#">Billing Clerks</a>                      | \$33,765 | <a href="#">Payroll and Timekeeping Clerks</a> | \$39,792 |
| <a href="#">Bookkeeping &amp; Accounting Clerks</a> | \$36,370 | <a href="#">Secretaries</a>                    | \$34,629 |
| <a href="#">Computer Operators</a>                  | \$41,999 | <a href="#">Statistical Clerks</a>             | \$35,803 |
| <a href="#">Data Entry Keyers</a>                   | \$28,325 | <a href="#">Typists and Word Processors</a>    | \$35,394 |

### Work Experience in a Related Occupation

|   |          |                                 |          |
|---|----------|---------------------------------|----------|
| <a href="#">Executive Secretaries and<br/>Administrative Assistants</a> | \$46,048 | <a href="#">Office Managers</a> | \$50,501 |
|---|----------|---------------------------------|----------|

### Postsecondary Vocational Training (Certificate or Diploma)

|                                 |          |
|---------------------------------|----------|
| <a href="#">Court Reporters</a> | \$72,507 |
|---------------------------------|----------|

### Bachelor's Degree

|  |          |   |          |
|--|----------|---|----------|
| <a href="#">Accountants and Auditors</a> | \$62,154 | <a href="#">Job Benefits &amp; Analysis Specialists</a> | \$59,697 |
| <a href="#">Budget Analysts</a>          | \$60,386 | <a href="#">Meeting and Convention Planners</a>         | \$44,096 |
| <a href="#">Employment Interviewers</a>  | \$53,716 | <a href="#">Property and Real Estate Managers</a>       | \$58,535 |
| <a href="#">Employment Recruiters</a>    | \$53,716 |   |          |

### Work Experience Plus a Bachelors or Higher Degree

|  |               |   |                    |
|--|---------------|---|--------------------|
| <a href="#">Administrative Services Managers</a> | \$90,309      | <a href="#">General and Operations Managers</a> | \$116,640          |
| <a href="#">Advertising Managers</a>             | \$89,856      | <a href="#">Human Resources Managers</a>        | \$92,212-\$102,638 |
| <a href="#">Business Executives</a>              | No state data | <a href="#">Management Analysts</a>             | \$78,098           |
| <a href="#">Employee Training Specialists</a>    | \$63,096      |   |                    |

### Master's Degree

|  |          |                               |          |
|--|----------|-------------------------------|----------|
| <a href="#">Operations Research Analysts</a> | \$84,207 | <a href="#">Statisticians</a> | \$67,419 |
|--|----------|-------------------------------|----------|