

Business, Management and Administration Careers

Each and every day, most of us deal with a number of businesses. It may be the grocery store chain where we buy breakfast cereal and milk, the gas station where we buy gas for our cars, and then the local television station we watch when we get home from school or work. The people who work for these businesses often work in careers included in the business, management, and administration cluster. Within this cluster, occupations fall into five natural subgroups related to programs of study. Here are the programs of study and examples of associated occupations.

Group	Sample Occupations
Administrative and Information Support	Office Manager, Legal Secretary
Business Analysis	Management Analyst, Operations Research Analyst
Business Financial Management and Accounting	Financial Manager, Accountant, Auditor
Human Resources	Human Resources Manager, Recruiter, Benefits Specialist
Management	Operations Manager, Medical and Health Services Manager
Marketing	Sales Manager, Marketing Manager

In the Texas Gulf Coast region (which includes Austin, Brazoria, Chambers, Colorado, Fort Bend, Galveston, Harris, Liberty, Matagorda, Montgomery, Wharton, Walker, and Waller counties), there are more than 405,000 people working in business, management and administration-related jobs. Wages in the field vary quite a bit. Top jobs, such as financial managers, earn as much as \$50 per hour. As in most career clusters, the jobs that pay the best tend to require the most education or training. For example, you can learn keyboarding and bookkeeping in high school and get a job as a bookkeeper without getting a college degree. For a career as an accountant or auditor, however, you need a bachelor's degree. On average, accountants and auditors earn twice as much as bookkeepers.

Begin to prepare for your future now! Many high schools offer career and technology courses related to this cluster and some even have programs that will help you earn a certificate and get started while you are in school. Business, management and administration certifications include Certified Coding Associate, Reservationist, and Microsoft Office Specialist (MOS.)

So where do you go to learn more about specific occupations in this career cluster? Try the internet. You can find lots of good information there. Also, the Gulf Coast Workforce Board has developed a couple of resources for career planning. One is a "Focus On" series of short profiles of high growth industries and occupations in demand in the Gulf Coast region. They are designed to help students and parents plan for the future, <http://www.wrksolutions.com/jobs/focuson.html>. Also check out the Texas Education Agency's *Achieve Texas* site, <http://www.achievetexas.org>,

which provides information and suggested courses of study for specific occupations. Finally, know that the U.S. Department of Labor has lots of great career information, including short videos illustrating what different jobs are really like, www.careervoyages.gov.

For more specific information on the local market for business, management and administration careers, check out the following chart. It will tell you how many people are employed in different jobs and the wages people can expect to earn in these jobs.

In the chart below, highlighted occupations are considered High-Skill/High-Growth Occupations – those that pay well and have considerable opportunities for employment now and in the future.

Upper Texas Gulf Coast Region

SOC ¹	Business, Management and Administration Cluster Occupational Title	Annual Average Employment 2006	Percent Growth 2006-2016	Total Annual Average Job Openings ²	2007 Hourly Wages
Short-term on-the-job training(Less than 1 month)					
43-4171	Receptionists and Information Clerks	21,950	29.2%	1,175	\$11.23
43-5081	Stock Clerks and Order Fillers	30,500	3.3%	830	\$10.59
53-3031	Driver/Sales Workers	7,250	13.1%	220	\$10.29
43-4071	File Clerks	4,000	-35.0%	105	\$11.54
43-5021	Couriers and Messengers	2,300	19.6%	105	\$14.48
43-4121	Library Assistants, Clerical	1,450	24.1%	80	\$10.36
43-4161	Human Resources Assistants, Except Payroll and Timekeeping	2,350	27.7%	80	\$16.79
43-9051	Mail Clerks and Mail Machine Operators, Except Postal Service	1,650	-6.1%	45	\$12.32
43-9199	Office and Administrative Support Workers, All Other	1,150	-4.3%	25	\$15.85
43-4021	Correspondence Clerks	350	14.3%	20	\$15.67
43-2021	Telephone Operators	500	-40.0%	5	\$13.14
Moderate-term on-the-job training (1 - 12 months)					
43-6014	Secretaries, Except Legal, Medical, and Executive	49,950	13.6%	1,475	\$13.13
43-3031	Bookkeeping, Accounting, and Auditing Clerks	37,750	23.2%	1,465	\$15.76
43-3021	Billing and Posting Clerks and Machine Operators	9,550	19.4%	305	\$15.01
43-6013	Medical Secretaries	4,150	38.6%	225	\$14.59
43-9021	Data Entry Keyers	5,600	2.7%	155	\$12.02
43-3051	Payroll and Timekeeping Clerks	3,600	13.9%	140	\$16.43
41-3011	Advertising Sales Agents	1,500	20.0%	55	\$21.41
43-9011	Computer Operators	2,050	-17.1%	35	\$16.33
43-9022	Word Processors and Typists	1,050	0.0%	20	\$17.45
Work experience in a related occupation					
43-6011	Executive Secretaries and Administrative Assistants	39,750	24.8%	1,615	\$19.59
43-1011	First-Line Supervisors/Managers of Office and Administrative Support Workers	29,850	16.2%	1,100	\$23.49
11-9199	Managers, All Other	7,850	13.4%	260	\$46.33
43-4141	New Accounts Clerks	1,800	-5.6%	55	\$15.36
Postsecondary vocational training					
23-2091	Court Reporters	350	28.6%	15	NA ³
Associate degree					
43-6012	Legal Secretaries	4,150	21.7%	150	\$21.33
Bachelor's degree					
13-2011	Accountants and Auditors	25,650	28.3%	1,180	\$30.64
13-1071	Employment, Recruitment, and Placement Specialists	4,000	28.8%	205	\$30.90
13-1072	Compensation, Benefits, and Job Analysis Specialists	2,550	29.4%	130	\$29.72
13-1079	Human Resources, Training, and Labor Relations Specialists, All Other	2,250	33.3%	125	\$27.84
27-3031	Public Relations Specialists	3,700	23.0%	120	\$28.23
13-2031	Budget Analysts	1,050	23.8%	50	\$34.16

SOC ¹	Business, Management and Administration Cluster Occupational Title	Annual Average Employment 2006	Percent Growth 2006-2016	Total Annual Average Job Openings ²	2007 Hourly Wages
<u>Bachelor's or higher degree, plus work experience</u>					
11-1021	General and Operations Managers	42,050	10.9%	1,475	\$53.65
13-1111	Management Analysts	11,300	25.2%	475	\$34.88
11-3011	Administrative Services Managers	6,450	22.5%	315	\$43.66
11-3031	Financial Managers	7,300	21.2%	260	\$56.32
11-9111	Medical and Health Services Managers	4,500	36.7%	255	\$39.62
11-2022	Sales Managers	5,000	20.0%	215	\$53.19
11-1011	Chief Executives	4,650	15.1%	200	\$84.83
13-1073	Training and Development Specialists	3,500	28.6%	170	\$27.26
11-2021	Marketing Managers	2,550	23.5%	110	\$57.14
11-3061	Purchasing Managers	1,150	13.0%	50	\$48.36
11-3041	Compensation and Benefits Managers	900	27.8%	35	\$45.18
27-1011	Art Directors	850	17.6%	35	\$40.80
11-2031	Public Relations Managers	550	18.2%	20	\$49.84
11-3049	Human Resources Managers, All Other	400	25.0%	20	\$51.05
11-2011	Advertising and Promotions Managers	500	10.0%	15	\$38.43
11-3042	Training and Development Managers	400	25.0%	15	\$43.54
13-1011	Agents and Business Managers of Artists, Performers, and Athletes	100	50.0%	5	NA ³
<u>Master's degree</u>					
15-2031	Operations Research Analysts	1,400	14.3%	45	\$35.90

Sources: U.S. Department of Labor Bureau of Labor Statistics and Texas Workforce Commission

¹ Standard Occupational Classification (SOC) Codes refer to a standardized coding system to categorize occupations. To find out more about an occupation, you can go to <http://online.onetcenter.org/find/>, enter the SOC code, and look at a complete description of an occupation.

² Total average openings include total job openings due to both growth and replacements. Job openings due to growth are created by increases in the total number of people employed in an occupation. Job openings due to net replacement estimate the need in existing jobs as workers vacate, change jobs, or leave the labor force.

³ Wage data for this occupation are not available.

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Business, Management and Administration Plan of Study

Recommended Plan _____
Distinguished Achievement Plan _____

Learner Name _____
Learner Signature _____
Parent/Guardian Signature _____

Date _____
Advisor Signature _____

High School Graduation Plan	9 th Grade	10 th Grade	11 th Grade	12 th Grade
	English I	English II	English III	English IV
	Algebra I	Geometry	Algebra II	Math Elective
	Biology I	IPC or Chemistry	Chemistry or Physics	Science Elective - Lab-based
	World Geography	World History	US History	Economics/Government
	Required Electives PE, Health, Fine Arts, Foreign Language, Communication Application, or Technology Applications _____	Required Electives PE, Health, Fine Arts, Foreign Language, Communication Application, or Technology Applications _____	Required Electives PE, Health, Fine Arts, Foreign Language, Communication Application, or Technology Applications _____	Required Electives PE, Health, Fine Arts, Foreign Language, Communication Application, or Technology Applications _____
	Required Electives PE, Health, Fine Arts, Foreign Language, Communication Application, or Technology Applications _____	Required Electives PE, Health, Fine Arts, Foreign Language, Communication Application, or Technology Applications _____	Career Electives Business, Management, and Administration Career Elective or Language (distinguished) _____	Career Electives Business, Management, and Administration Career Elective or Language (distinguished) _____
Required Electives PE, Health, Fine Arts, Foreign Language, Communication Application, or Technology Applications _____	Career Electives Business, Management, and Administration Career Elective _____	Career Electives Business, Management, and Administration Career Elective _____	Career Electives Business, Management, and Administration Career Elective _____	
Business, Management and Administration Elective Courses approved by the Texas Education Agency: Admin. Procedures I, Admin, Procedures II, Business Communications, Business Ed. Independent Study, Business Law, Business Management, Business Ownership, Business Support Systems, International Business, Intro. to Business				

This plan of study should serve as a guide. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals