

Business Management & Administration

The **Business Management & Administration** Career Cluster focuses on preparing students for employment in careers that relate to the planning, managing, organizing, directing and evaluating business functions essential to efficient and productive business operations.



UTAH CAREER AND TECHNICAL EDUCATION (CTE) CAREER PATHWAYS ALIGN WITH THE NATIONAL CAREER CLUSTERS®.

1,576

students concentrated in a CTE Career Pathway within the **Business Management & Administration** Career Cluster, with **160,054 students enrolled in CTE courses**.

CTE provides all students access to high-quality rigorous career focused programs that result in attainment of credentials with labor market value.

Fifty-six

percent of students statewide **concentrated** in a CTE Career Pathway. A **concentrator** is a student who has completed **1.5 credits** in a single CTE program of study.

Twenty-five

percent of students statewide **completed** a CTE Career Pathway. A **completer** is a student who has completed **3.0 credits** in a single CTE program of study.

Student Success

"The [Microsoft Office Specialist] certifications helped me land my current job at Lowe's Home Improvement. I am the manager there and perform all of the administrative functions. I do all of the accounting, book-keeping, data entry, and reporting. I'm using Microsoft Office daily, especially Excel."

Andrew McLay

5,557

students are members of a Career and Technical Student Organization (CTSO) aligned with the **Business Management & Administration** Career Cluster. Students who participate in the related CTE Career Pathways have the opportunity to join the Career and Technical Student Organization (CTSO) of **DECA** or **FBLA**.

UtahDECA.org | DECAdirect.org
Utah-FBLA-pbl.org | FBLA-pbl.org

TOP THREE

industry certifications earned by students in CTE Career Pathways within the **Business Management & Administration** Career Cluster.

- 1,059** Entrepreneurship
- 977** Sports & Ent. Marketing
- 920** Business Management

Industry-based certifications are awarded through validation of skills in cooperation with a business, trade association, or other industry group.

7,436

CTE Skill Certificates awarded to students in the **Business Management & Administration** Career Cluster.

CTE Career Pathways

Through participation in CTE Career Pathways students learn how to become productive employees and gain the academic skills to increase their earning potential while still in high school. Utah CTE Career Pathways are categorized by Career Cluster and each Career Pathway culminates in an industry-recognized credential of value.

Business Management & Administration Career Cluster

Utah CTE Career Pathways:

- > Customer Service & Management
- > Entrepreneurship
- > Office/Administrative Support & Technical Support

 **CTE** Learning that works for Utah

2016-2017 Data Represents Secondary Education
Source of Data: Utah State Board of Education