

Business, Management, & Administration Career Cluster/Pathways

If you want to run your own business or be the person who makes a business successful, be sure to look at the opportunities in the Business, Management, and Administration Career Cluster. Students learn business skills essential to efficient, productive operations for any company.

This career cluster is organized into four career pathways:

- Administrative Support
- General Management
- Marketing Management
- Operations Management

Careers

Students in business, management, and administration learn and practice skills that prepare them for diverse post-high school education and training opportunities, from apprenticeships and two-year college programs to four-year college and graduate programs.

CTE classes in this cluster will introduce you to a variety of interesting careers including:

- Chief Executive Officer
- Entrepreneur
- Controller
- Adjuster
- Budget, Cost or Systems Analyst
- Marketing Manager
- Human Resources Manager
- Training and Development Specialist
- Executive Assistant
- Wholesale or Retail Buyer
- Retail Salesperson
- Meeting and Convention Planner
- Bookkeeper
- Office Manager
- Receptionist

Note: Each school and school district has different CTE options. Not every district has classes in every cluster or offers CTE dual credit and Advanced Placement options.



Career and Technical Student Organizations

Career and Technical Student Organizations (CTSOs) are much more than clubs. CTSOs provide opportunities to apply hands-on learning, leadership and personal skills in real-world environments. Participants build their skills by developing projects, attending events, and competing regionally and nationally among their peers.

The student organizations for business, management, and administration are:

- [Washington Distributive Education Clubs of America \(DECA\)](#)
- [Washington Future Business Leaders of America \(FBLA\)](#)

Education After High School

It is fact that young people who have at least one year of post-high school education earn thousands of dollars more a year. So, if you spend even one year at a two- or four-year college, in a certificate program at a technical school, or in an apprenticeship after you graduate from high school, you will very likely earn higher wages all your life. By furthering your education, you will be better prepared to successfully navigate the world of work.

After taking CTE classes in business, management and administration, you could pursue any number of opportunities including:

- A two-year degree in administrative management, office management, human resources management or business finance
- A four-year degree in auditing, accounting, business management, market analysis, advertising or many of the careers listed above

Student Resources

Middle and High School

For information about CTE offerings and how to move forward with planning for your future, contact or visit:

- Your school career or guidance counselor
- Your principal or school district/State-Tribal Education Compact/skill center Career and Technical Education office
- [OSPI Career and Technical Education Office](#)
- [Navigation 101](#): A life skills and planning program for students in grades 6 through 12 to help them make clear, creative plans for their education and training in high school and beyond

Apprenticeship & College

More than 1,000 jobs in Washington are connected to an active, registered apprenticeship program. For more information about apprenticeships and colleges, visit:

- [How to become an apprentice: Five steps to getting started](#)
- [Washington State Board for Community and Technical Colleges](#)
- [Washington Student Achievement Council](#)
- [Washington Career Bridge](#)
- [University of Washington Foster School of Business](#) - One of the top business schools in the country with a world-class faculty and numerous opportunities for career advancement. Helps create leaders who think differently and make a difference in communities, nationally and around the globe.
- [WSU College of Business](#) - Accredited at the baccalaureate, master's, and doctoral levels by The Association to Advance Collegiate Schools of Business. Spans the four campuses of WSU plus some online learning opportunities. Conducts scholarly and applied research and offers degree programs in a variety of business disciplines.

Additional Resources

- [Doing business in Washington](#) - Learn about what it takes to start a business in Washington and how to be a successful business person.
- [Learning About Business](#) - A business education gaming program that brings together young people for a week to develop, manage and grow a business in a computer-simulated marketplace. Each team consists of a CEO, CFO, Marketing Director, and Communications Director. You each make decisions as corporate executives of your own company.
- [Washington Business Week](#) - A teen summer camp offered on college campuses across Washington. Applicable to every teen regardless of career choice. Students stay on campus, live in the dorms and experience the college environment. Preview college and the career world at the same time.
- [Washington Educators of Business and Marketing](#) - Promote business and marketing education through membership growth and retention of members in a professional organization and support the Future Business Leaders of America (FBLA), Phi Beta Lambda (PBL), DECA, and Delta Epsilon Chi (DEC) as the state student leadership organizations

For Educators

- [Resources and Essentials](#)
- [Comprehensive CIP Code Chart](#)

CIP Codes

Classification of Instructional Programs (CIP) Codes assist in tracking, assessment, and reporting CTE courses.

CIP Codes for this cluster:

- 279998
- 510716
- 520000
- 520201
- 520204
- 520208
- 520211
- 520401
- 520486
- 520501
- 520701
- 520703
- 521101
- 528888