

**Business Management Administration Career Cluster®
Pathways and Programs**

Red - Not Eligible

Pathway	Program Name	Eligible	CIP	Program Description	Student Industry Credential	End-of-Program Assessment	SOC* Job Title/Code	In Demand in NJ	Median Wages State *Careeronestop Data	Median Wages National *Careeronestop Data	Employment Trends State *Careeronestop Data	Employment Trends National *Careeronestop Data
General Management	Business Administration and Management, General.	Yes	52.0201	A program that generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and business decision-making.		A*S*K Institute - Fundamental Business Concepts NOCTI General Management	Cost Estimators/13-1051	YES	\$ 73,610	\$ 60,050	10%	9%
							Construction Managers/11-9021	YES	\$ 118,110	\$ 85,630	6%	5%
							Managers, All Other/11-9199	YES	\$ 117,240	\$ 105,060	5%	4%
							General and Operations Managers/11-1021	YES	\$ 142,660	\$ 97,270	8%	7%
							Administrative Services Managers/11-3011	YES	\$ 109,580	\$ 83,790	5%	8%
							Management Analysts/13-1111	YES	\$ 88,840	\$ 80,880	11%	14%
Administrative Support	Administrative Assistant and Secretarial Science, General.	Yes	52.0401	A program that generally prepares individuals to perform the duties of administrative assistants and/or secretaries and stenographers. Includes instruction in business communications, principles of business law, word processing and data entry, office machines operation and maintenance, office procedures, public relations, secretarial accounting, filing systems and records management, and report preparation.	MOS: Microsoft Office Specialist - 2013 (All titles)	NOCTI Job Ready - Administrative Assisting	Secretaries and Administrative Assistants/43-6014	YES	\$ 39,780	\$ 33,910	0%	3%
General Management	Entrepreneurship/Entrepreneurial Studies.	Yes	52.0701	A program that generally prepares individuals to perform development, marketing and management functions associated with owning and operating a business.		A*S*K Institute - Entrepreneurship/Management	Managers, All Other/11-9199	YES	\$ 120,390	\$ 104,950	5%	4%
							General and Operations Managers/11-1021	YES	\$ 140,770	\$ 97,730	8%	7%

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Administrative Support	E-Commerce/Electronic Commerce.	Yes	52.0208	A program that prepares individuals to plan, manage, supervise, and market electronic business operations, products, and services provided online via the Internet. Includes instruction in business administration, information technology, information resources management, web design, computer and Internet law and policy, computer privacy and security, e-trading, insurance, electronic marketing, investment capital planning, enterprise operations, personnel supervision, contracting, and product and service networking.			First-Line Supervisors of Retail Sales Workers/41-1011	YES	\$44,170	\$38,310	5%	4%

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Administrative Support	Data Entry/Microcomputer Applications, General.	Not Eligible Update programs to align with CIP Code 52.0401, Administrative Assistant and Secretarial Science	11.0601	A program that generally prepares individuals to perform basic data and text entry using standard and customized software products. Includes instruction in keyboarding skills, personal computer and work station operation, reading draft texts and raw data forms, audio and tape dictation, and various interactive software programs used for tasks such as word processing, spreadsheets, databases, and others.								
Administrative Support	Office Management and Supervision.	Not Eligible Update programs to align with CIP Code 52.0401, Administrative Assistant and Secretarial Science	52.0204	A program that prepares individuals to supervise and manage the operations and personnel of business offices and management-level divisions. Includes instruction in employee supervision, management, and labor relations; budgeting; scheduling and coordination; office systems operation and maintenance; office records management, organization, and security; office facilities design and space management; preparation and evaluation of business management data; and public relations. 51.0705) Medical Office Management/Administration.								

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Administrative Support	Business/Office Automation/Technology/Data Entry.	Not Eligible Update programs to align with CIP Code 52.0401, Administrative Assistant and Secretarial Science	52.0407	A program that prepares individuals to support business information operations by using computer equipment to enter, process, and retrieve data for a wide variety of administrative purposes. Includes instruction in using basic business software and hardware, business computer networking, principles of desktop publishing, preparing mass mailings, compiling and editing spreadsheets, list maintenance, preparing tables and graphs, receipt control, and preparing business performance reports.								
Administrative Support	General Office Occupations and Clerical Services.	Not Eligible Update programs to align with CIP Code 52.0401, Administrative Assistant and Secretarial Science	52.0408	A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.								

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Business Information Management	Management Information Systems, General.	See Information Technology Career Cluster for appropriate CIP Codes	52.1201	A program that generally prepares individuals to provide and manage data systems and related facilities for processing and retrieving internal business information; select systems and train personnel; and respond to external data requests. Includes instruction in cost and accounting information systems, management control systems, personnel information systems, data storage and security, business systems networking, report preparation, computer facilities and equipment operation and maintenance, operator supervision and training, and management information systems policy and planning.								
General Management	Business/Commerce, General.	Not Eligible Update programs to align with CIP Code 52.0201, Business Administration and Management, General	52.0101	A program that focuses on the general study of business, including the processes of interchanging goods and services (buying, selling and producing), business organization, and accounting as used in profit-making and nonprofit public and private institutions and agencies. The programs may prepare individuals to apply business principles and techniques in various occupational settings.								

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