

# BUSINESS OFFICE TECHNOLOGY

## Program Outlook



Employment of secretaries and administrative assistants is projected to decline 5 percent from 2016 to 2026. Most job openings will result from the need to replace workers who leave the occupation. High school graduates who have experience using computer software applications usually qualify for entry-level positions. Although most secretaries learn their job in several weeks, many legal and medical secretaries require additional training to learn industry-specific terminology. Executive secretaries usually need several years of related work experience.

<b>Employment Information</b>			
	<b>Greater Kansas City Area</b> <small>(15 counties in KC Metropolitan Statistical Area)</small>	<b>State of Kansas</b>	<b>National</b>
2019	32,764	42,864	3,931,468
2024 Projected	32,082	41,315	3,924,583
\$ Change	-2.1%	-3.6%	-0.2%

<b>Salary Information</b> <small>(Median Hourly Wage)</small>			
	<b>Greater Kansas City Area</b> <small>(15 counties in KC Metropolitan Statistical area)</small>	<b>State of Kansas</b>	<b>National</b>
2019	\$18.32	\$16.67	\$18.76

<b>JCCC Completer Information</b> <small>(2017-2018 Academic Year)</small>	
<b>% Employed in Related Field</b>	<b>Median Hourly Wage</b>
86%	\$15.00

The JCCC Office of Institutional Research conducts a follow-up study of program completers one year after completion.

Note: Salary Information for Greater Kansas City, State, and National is based on EMSI 2018 fourth quarter data. (Release 2019.3)  
JCCC information for career program completers is based on data supplied by respondents to follow-up studies and is not necessarily representative of all career program completers. Other sources: Bureau of Labor Statistics