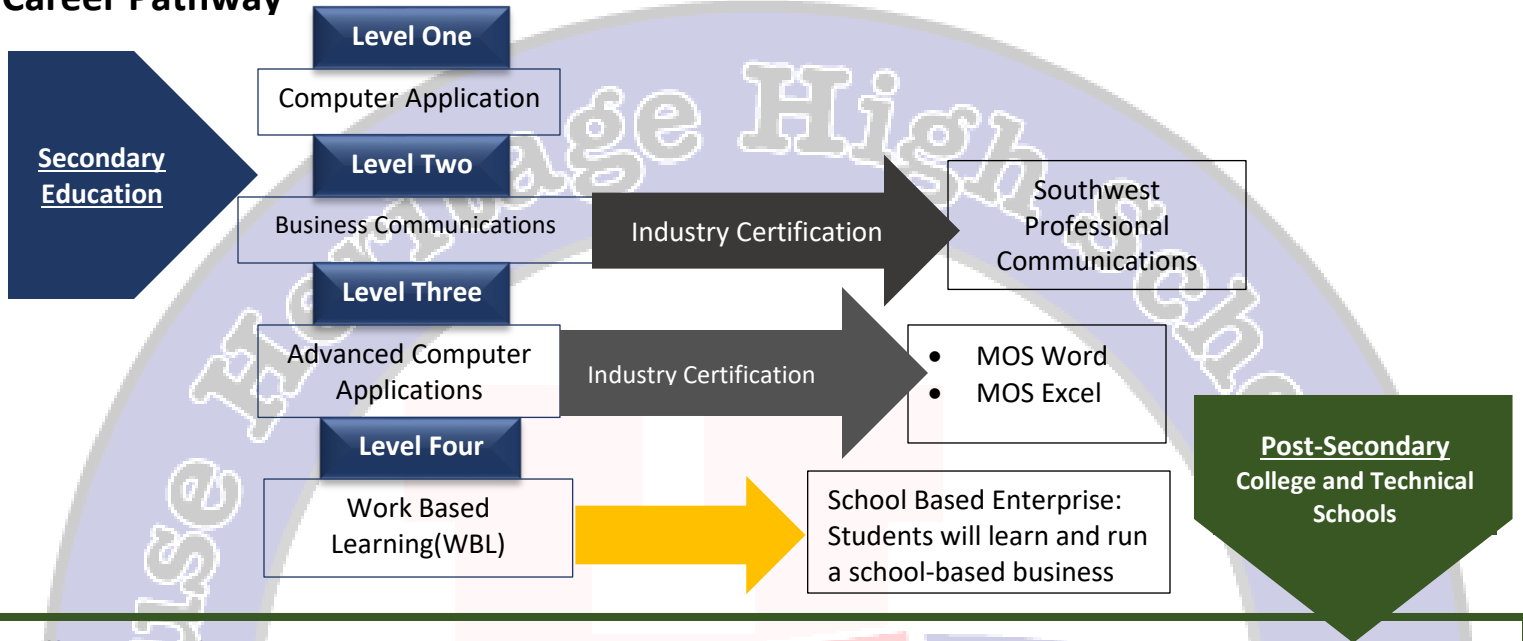


# Office Management

## Business Management Administration

### Career Pathway



**College Ready** Whether students want to obtain an **associate's**, **bachelor's**, or degree or a **certificate**.

- [Middle Tennessee State University](#) – Information Systems
- [Tennessee State University](#) – Business Information Systems
- [Tennessee Technological University](#) – Information Technology
- [Tennessee College of Applied Technology](#) – Administrative Office Technology, Computer Information Technology
- [Volunteer State Community College](#) – CIT: Cyber Defense, CIT: Networking, CIT: Programming, Computer Science, Information Systems

Career Opportunities

### JOB OUTLOOK

The growth in the professional and business services sector is represented in the top ten occupations with the inclusion of management of companies and enterprises with growth rates of 6.2 and 3.6 percent, and accounting, tax preparation, bookkeeping, and payroll services ranking at number five with a rate of 4.3 percent. According to TN Department of Labor and Workforce Development, one of the largest openings include office and administrative support occupations, with expected annual openings of 16,630 and median income \$29,700. Source: TN Department of Labor and Workforce Development



### OCCUPATION PROFILE

The service sector, as professional and business services will see gains that will require the skills of administrative services managers and general and office managers to oversee the functions of the office setting including office clerks and administrative assistants. Document management specialists implement and administer enterprise-wide document management systems of electronic records and documents created as part of office environment.