

BUSSINESS MANAGEMENT and ADMINISTRATION

Level One

Principles of
Office
Applications

Level Two

Business
Communications

Level Three

Business
Management

Level Four

Advanced Office
Applications
OR
WBL Business
Management &
Administration Career
Practicum

High School

Certifications

Southwest
Airlines
Professional
Communications
Certification

Microsoft Word
And
Microsoft Excel

OR

OR

Dual Enrollment

¹Satisfies English
Credit

DE English
Comp I¹
Or
DE Speech/
Fundamentals of
Spoken Comm

DE English
Comp II¹
Or
DE Business
Management I

College Opportunities

- **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 Outlook

Office management careers incorporate talents in accessing, processing, maintaining, evaluating, and disseminating information for business decisions. Career opportunities in this field are available in every sector of the economy. United States jobs related to office management and operations are expected to increase. The United States Department of Labor Bureau of Labor Statistics lists several careers in office operations that will experience significant growth through 2030, among them including Customer Service Representatives; and General and Operations Managers.