

BUSSINESS MANAGEMENT and ADMINISTRATION

Level One

Introduction to Business & Marketing
OR
Principles of Office Applications

Level Two

Business Management

Level Three

Business Communications

Level Four

Advanced Office Applications
OR
WBL Business Management & Administration Career Practicum

Southwest Airlines Professional Communications Certification

Microsoft Word And Microsoft Excel

OR

OR

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.