



CAREERTECHWV BUSINESS MANAGEMENT & ADMINISTRATION

WHAT IS IT?

Do you have an entrepreneurial spirit? Do you like to organize things and make decisions? Business Management and Administration is focused on planning, organizing, directing, and evaluating business functions essential to effective and productive business operations.

HIGH SCHOOL PROGRAMS OF STUDY:

- ▶ Administrative Support
- ▶ Career and Work Skills Training (CWST)
- ▶ Entrepreneurship & Innovation
- ▶ Principles of Business

STUDENT CREDENTIALS:

- ▶ Concepts of Entrepreneurship and Management Certification
- ▶ Microsoft Office Specialist Certification

LEADS TO THESE CAREERS:

- ▶ Executive Assistant
- ▶ General/Operations Manager
- ▶ Human Resource Manager
- ▶ Loan Officer
- ▶ Medical Secretary
- ▶ Receptionist

JOB OUTLOOK

General/Operations Manager



AVG SALARY

\$85,960



EDUCATION LEVEL

**Bachelor's Degree or higher,
plus work experience**



JOB OUTLOOK

Stable

Loan Officer



AVG SALARY

\$59,640



EDUCATION LEVEL

Bachelor's Degree



JOB OUTLOOK

Stable

Receptionist/Information Clerk



AVG SALARY

\$27,850



EDUCATION LEVEL

**High school (GED), plus
w-the-job training**



JOB OUTLOOK

Stable