

Business Management & Technology

Business Management & Administration



The Business Management and Administration career cluster prepares students for careers that require leadership skills and to prepare for careers where you plan, direct, and evaluate operations to

run a successful business. There are a variety of career opportunities available including hiring staff, analyzing data, and launching your own start-up.

IN DEMAND CAREERS

Education Needed	Occupation	Median Salary	Job Growth Over next 10 years	Job Openings Projected over next 10 years
Bachelor's Degree or more	Loan Officers	\$63,270 per year	3% (As fast as average)	10,100
	Budget Analysts	\$76,540 per year	3% (As fast as average)	1,900
	Financial Analysts	\$81,590 per year	5% (Faster than average)	26,800
	Accountants and Auditors	\$71,550 per year	4% (As fast as average)	61,700
	Financial Managers	\$129,890 per year	15% (Much faster than average)	108,100
	Economists	\$105,020 per year	14% (Much faster than average)	2,900

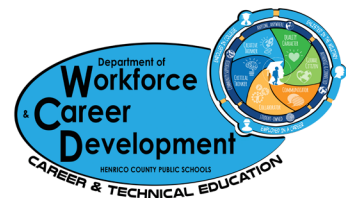
SAMPLE CAREERS

- Chief Executive Officer
- Entrepreneur
- Controller
- Adjuster
- Budget, Cost or Systems Analyst
- Marketing Manager
- Human Resources Manager
- Training and Development Specialist
- Executive Assistant
- Wholesale or Retail Buyer
- Retail Salesperson
- Meeting and Convention Planner
- Office Manager

Are you interested in the many careers in Business Management and Administration? Talk to your counselor or visit HenricoCTE.com for more information.



#HenricoCTE



EXPLORATORY CLASSES

Make It Your Business: #8112

ALL UNDERLINED TEXT ARE LINKS

PREPARATORY CLASSES

Medical Systems Administration: #6730 (ACE)

Legal Systems Administration: #6735(ACE)

Business Management: #6136

Office Administration: #6621, 6621V

Principals of Business & Marketing: #6115

Microsoft IT Academy: #6612

Advanced Microsoft IT Academy Honors: #6613

ALL UNDERLINED TEXT ARE LINKS

WORK-BASED LEARNING AND LEADERSHIP OPPORTUNITIES

WORK-BASED LEARNING

Work-Based Learning (WBL) is comprised of experiences related to students' career interests, based on instructional preparation, and undertaken in partnership with local businesses or organizations. WBL enables students to apply classroom instruction in a real-world work environment. Work-Based Learning promotes career awareness, career exploration, and career preparation.

CAREER AMBASSADORS

The Career Ambassador Program offers high school seniors an opportunity to represent and share their experiences with career exploration and our CTE programs to prospective students and community supporters through elementary + middle school visits, career fairs, and district-wide events.

STUDENT LEADERSHIP ORGANIZATIONS

DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe.

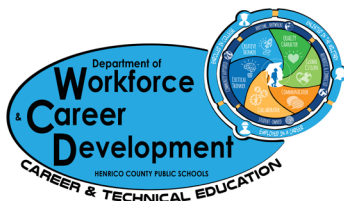
FBLA is the high school division of Future Business Leaders of America-Phi Beta Lambda, Inc. FBLA helps high school students prepare for careers in business through academic competitions (FBLA Competitive Events), leadership development, and educational programs. Students will prepare for college and careers through a variety of leadership, community service, and academic activities.

CREDENTIALS

HIGHER EDUCATION

High School/ Industry Certification	Certificate/ License	Associates Degree	Bachelors Degree	Masters/ Doctoral Professional
NOCTI Administrative Assisting	Entrepreneurship in Small Business-C	Business Administration-AAS	Business Administration-BS	MBA Business Administration
Microsoft Excel	Business Management-C	Management-AAS	Accounting-BS	PHD Accounting
Microsoft PowerPoint	Business Principles-C	Applied Science in Accounting-AAS	Finance-BS	MBA Business Administration
Microsoft Word	Fundamentals of Organizational Leadership-C	Management: Administrative Assistant -AAS	Business Management-BS	MBA Accounting & Financial Management
Microsoft Access	Supervision-C		Human Resources-BS	
			Marketing-BS	

All ACE Center classes offer the Workplace Readiness Skills Test



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