



Office Management

Business Management & Administration

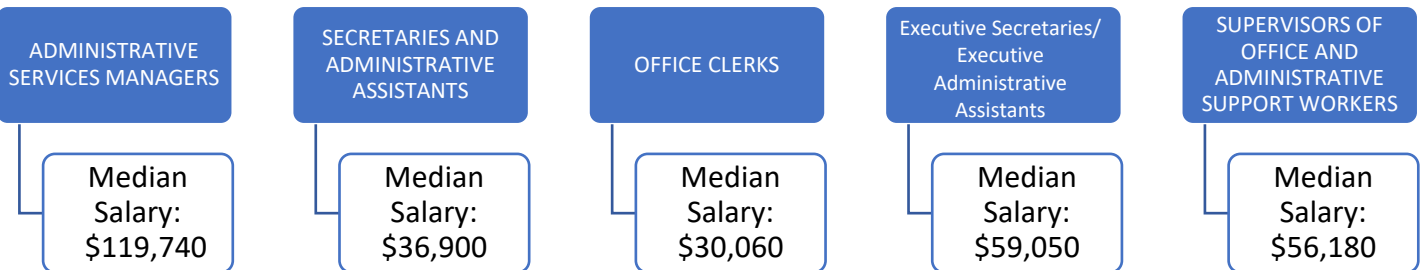
JOB OUTLOOK

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.



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.



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Memphis-Shelby County Schools



ROAD MAP TO SUCCESS

PROGRAM OF STUDY PROFILE

The Office Management program of study is designed to prepare students for employment in various capacities of management processes and people in an office setting. Course content centers on communications networks; the internet; technology operations; word processing and publishing; spreadsheet applications; database applications; presentation software; digital citizenships; and electronic communication and collaboration.

CAREER PATHWAY

SECONDARY EDUCATION

- * Computer Applications
- * Business Communications
- * Business Management
- * Advanced Computer Applications

CERTIFICATIONS

- * Administrative Assistant Technical

ASSOCIATES

- * A.A.S. Computer Info Systems: Mobile Technologies

BACHELORS

- * B.B.A. BUSINESS INFORMATION AND TECHNOLOGY

MSCS PARTICIPATING SCHOOLS: Cordova HS, Germantown HS, Northeast Prep, Northwest Prep, Southwind HS, White Station HS, Whitehaven HS

DUAL ENROLLMENT: Admin Office Technology – Southwind HS, Whitehaven HS, White Station HS + Tennessee College of Applied Technology (TCAT) & Word Processing – Germantown HS + Southwest Tennessee Community College

LOCAL EMPLOYERS: AutoZone, Baptist Memorial Health Care, FedEx Services, Greater Memphis Chamber, International Paper, Shelby County Government, Memphis-Shelby County Schools, MLGW, Smith & Nephew, University of Memphis