A career in business management and administration requires certain skills and education depending on job requirements. Skills include planning, organizing, directing, and evaluating business functions essential to productive business operations.

### Exposure Pathways

#### High School Courses
- Accounting 1 & 2
- Business Economics
- Business Law 1 & 2
- Career Readiness
- Intro to Business

#### High School Clubs & Organizations
- FBLA
- Peer Mentoring
- Student Senate

### Experience Pathways

#### College CTE Courses in High School
- Intro to Computers
- Composition 1 & 2
- Oral Communication
- Intro to Psychology
- Intro to Business

### Pursuit Pathways

#### Certificates/Diplomas
- Office Assistant
- Medical Coding
- Medical Transcription
- Technical Accounting
- Global Perspectives in Business

#### Associate Degrees
- Business Admin.: Accounting
- Business Admin.: Financial Services
- Business Admin.: Management

#### Bachelor Degrees
- Business
- Business Administration
- Business Information Systems

### Careers & Median Salary Information

#### Certificate & Diplomas
- Admin. Assistant: $35,800
- Data Entry: $32,500
- Payroll Clerk: $42,100
- Tax Preparer: $38,300
- Bookkeeping: $37,800

#### Associate Degree
- Executive Secretary: $50,000
- Legal Secretary: $35,900

#### Bachelor Degree
- Marketing Manager: $91,600
- Search Marketing Strategist: $71,300
- Technical Writer: $57,300
- Human Resources Manager: $95,700