

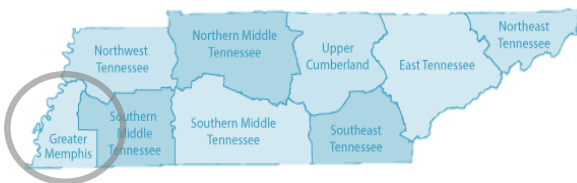


Business, Management and Administration



Regional Career Opportunities – Listed by Highest Projected Demand

| Job Zone 1 High School Diploma or Less | Job Zone 2 High School Diploma | Job Zone 3 Certificate or Associate's Degree | Job Zone 4 Bachelor's Degree | Job Zone 5 Master's or Doctorate Degree |
|--|--|---|---|---|
| <i>Few regional occupations in this career cluster require education at this degree level.</i> | Stock Clerks & Order Fillers Annual Openings = 1610 Median Wage = \$24,979 | Secretaries & Administrative Assistants Annual Openings = 960 Median Wage = \$35,984 | General & Operations Managers Annual Openings = 810 Median Wage = \$94,202 ★ | Management Analysts Annual Openings = 175 Median Wage = \$79,304 |
| | Office Clerks Annual Openings = 1240 Median Wage = \$31,195 | Bookkeeping, Accounting & Auditing Clerks Annual Openings = 575 Median Wage = \$40,495 ★ | Accountants & Auditors Annual Openings = 340 Median Wage = \$64,176 ★ | Chief Executives Annual Openings = 105 Median Wage = \$146,946 |
| | Customer Service Representatives Annual Openings = 1240 Median Wage = \$32,696 | First-Line Supervisors of Mechanics, Installers & Repairers Annual Openings = 160 Median Wage = \$71,307 | Financial Managers Annual Openings = 280 Median Wage = \$102,893 ★ | Mathematical Science Teachers, Postsecondary Annual Openings = 5 Median Wage = \$50,710* |
| | Shipping, Receiving & Traffic Clerks Annual Openings = 485 Median Wage = \$31,080 | Administrative Services Managers Annual Openings = 135 Median Wage = \$84,032 | Market Research Analysts & Marketing Specialists Annual Openings = 240 Median Wage = \$56,843 | Statisticians Annual Openings = 5 Median Wage = \$80,475 |
| | Billing & Posting Clerks Annual Openings = 290 Median Wage = \$35,875 ★ | Executive Secretaries & Executive Administrative Assistants Annual Openings = 100 Median Wage = \$52,618 | Human Resources, Training & Labor Relations Specialists Annual Openings = 215 Median Wage = \$55,758 | <i>Few regional occupations in this career cluster require education at this degree level.</i> |



★ Top five high-value occupations in this career cluster for the

Greater Memphis Region

Occupations with the highest annual openings that are stable or growing with median wages above \$35,000 are considered high-value.

* State level data was used due to limitations in regional data.



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Business, Management and Administration



Regional High School Requirements and Programs

| English Language Arts | Math | Science | Social Studies | Foreign Language | Physical Education | Fine Arts | Elective Focus |
|-----------------------|-----------------------------|-----------|-----------------------------|---------------------|-----------------------|---------------------|---|
| English I | Algebra I | Biology | World History and Geography | Foreign Language I | Lifetime Wellness | Fine Arts Selection | Minimum of Three Courses |
| English II | Geometry | Chemistry | U.S. History | Foreign Language II | Strength and Exercise | ----- | <i>Required: Freshman Mentoring Seminar</i> |
| English III | Algebra II | Physics | Economics and Government | ----- | ----- | ----- | <i>See Business, Management and Administration career programs below.</i> |
| English IV | 4 th Math Course | ----- | ----- | ----- | ----- | ----- | |

| Year | Business Management Program | Office Management Program | Additional Electives | Regional Postsecondary Schools | |
|------|---------------------------------------|---------------------------------------|--|--|---|
| 9 | Freshman Mentoring Seminar (required) | Freshman Mentoring Seminar (required) | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | Certificates and Associate's Degrees | Bachelor's and Advanced Degrees |
| 10 | Career Success | Career Success | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | Community Colleges <ul style="list-style-type: none"> Southwest Tennessee Community College Tennessee College of Applied Technology | Colleges and Universities <ul style="list-style-type: none"> University of Memphis University of Tennessee <ul style="list-style-type: none"> - Heath Sciences Center - College of Medicine Rhodes College Christian Brothers University Le Moyne-Owen College |
| 11 | Business Communications | Computer Applications | <input type="checkbox"/> _____ <input type="checkbox"/> _____ | | |
| 12 | Business Management | Business Management | <input type="checkbox"/> _____ | | |

Postsecondary Programs/Majors for Occupations in this Career Cluster

| | | | | | |
|-------------------|-----|-----|-----|-----|-----|
| Certificate or AA | TBD | TBD | TBD | TBD | TBD |
| Bachelor's Degree | TBD | TBD | TBD | TBD | TBD |
| Advanced Degree | TBD | TBD | TBD | TBD | TBD |