

Virginia Career and Technical Education: Business Management and Administration

Virginia Department of Education, Office of Career, Technical, and Adult Education



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Virginia's 16 Career clusters and career assessments help students investigate careers and design their plan of study to advance their career goals. Within each career cluster, there are multiple career pathways that represent a common set of skills and knowledge, including academic, technical, and career readiness skills that lead to credentials necessary to pursue a full range of career opportunities from entry level to management, including technical and professional career specialties. CTE actively partners with business and industry to design and provide high quality, dynamic programs to meet current, emerging, and projected labor market needs. Relevant work-based learning opportunities and leadership development offered through career and technical student organizations are incorporated into the academic and career plan.

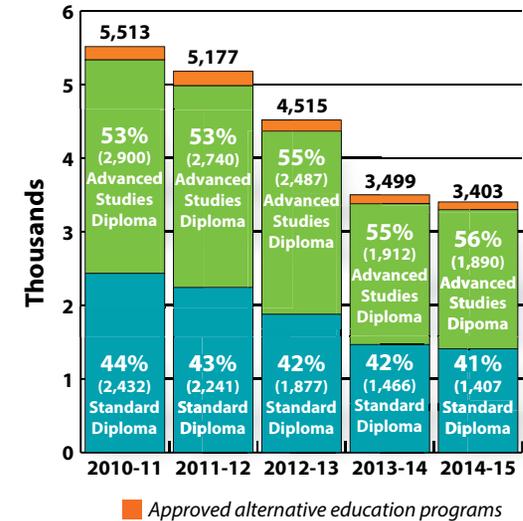
A CTE completer is a student who has met the requirements for a CTE concentration and all requirements for high school graduation, or an approved alternative education program. A concentration is a coherent sequence of state-approved courses. Students may take additional CTE courses that will enhance their career pathway goals. Completion of certain skill sets and coursework enables students to participate in Board-approved external examinations that test essential employability and technical skills. Students who earn these credentials are eligible to earn verified credit towards graduation requirements.

Beginning in 2013-2014, first time ninth grade students are required to earn a Board-approved career and technical education credential to graduate with a Standard Diploma.

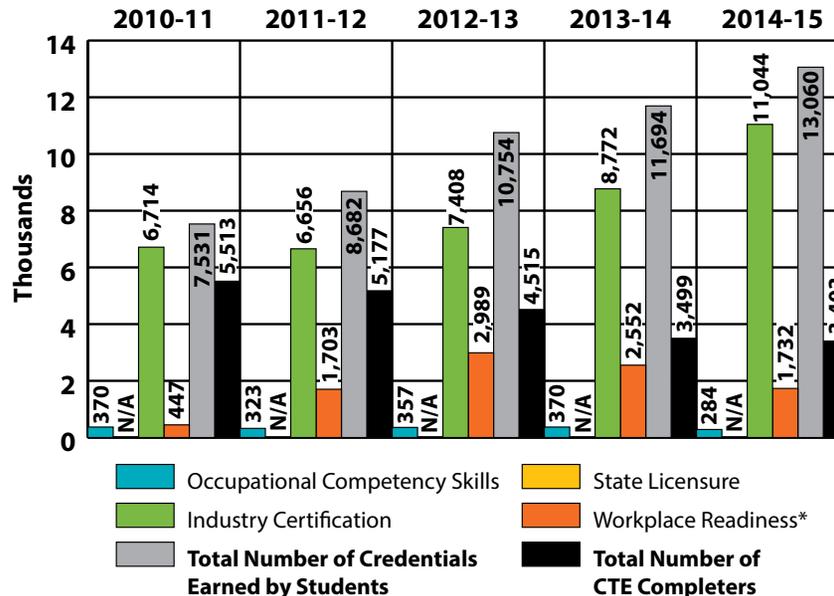
Types of credentials include:

- **Full Industry Certification** – from a recognized industry, trade, or professional association;
- **Pathway Industry Certification** – specific stackable credentials from a recognized industry that lead to a full industry certification;
- **Occupational Competency Skills Assessment** – a national standardized assessment of skills/knowledge in a specific career and/or technical area;
- **State License** – required for entry into a specific occupation; and
- **Workplace Readiness Skills for the Commonwealth Certification** - for essential employability skills recognized by Virginia employers.

Completers Graduated with Standard and Advanced Studies Diplomas



Credentials Earned by CTE Students



NOTE: Completers may participate in one or more Board-approved credentialing test(s). Not all completers participate in the credentialing tests. There are age restrictions set by certain credentialing entities which would prohibit the student from testing until after high school. The cost of credentialing tests ranges from \$10 to \$300 per test.

*Prior to 2010-11, Workplace Readiness Skills assessments were included in the Industry Certification category.

Source: Virginia Department of Education

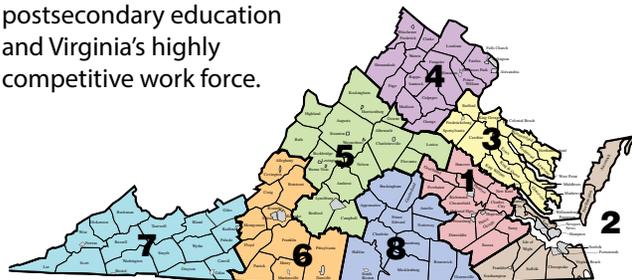
Virginia Career and Technical Education: Business Management and Administration

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The **Business Management and Administration Career Cluster** prepares you for careers in which you plan, organize, direct, and evaluate operations in order to run a successful business. There are a variety of career opportunities available that require skills in organization, time management, customer service and communication. As technology becomes more advanced and businesses begin to expand globally, international expertise will be a valuable skill for individuals in this field.

Virginia high school students learn the essential academic skills that are critical for all careers and the foundational skills needed for careers in Business Management and Administration. They begin to specialize in a field of interest as they complete a coherent sequence of courses within a pathway.

Secondary students who complete these rigorous and relevant pathway programs are ready for entry into postsecondary education and Virginia's highly competitive work force.



Selected Statewide Occupational Projections

Selected Occupation	2014 Median Wage ¹	2022 Projected Employment ²	Predominant Education Level ³
Office Clerks	\$29,600	96,004	Office Clerks
Management Analysts	\$93,340	65,224	Management Analysts
General and Operations Managers	\$116,350	63,704	General and Operations Managers
Customer Service Representatives	\$31,230	57,853	Customer Service Representatives
Bookkeeping Clerks	\$36,860	57,349	Bookkeeping Clerks
Supervisors of Office Workers	\$51,170	46,207	Supervisors of Office Workers
Secretaries and Administrative Assistants	\$33,810	42,901	Secretaries and Administrative Assistants
Receptionists	\$26,910	36,486	Receptionists
Executive Secretaries and Assistants	\$53,060	21,573	Executive Secretaries and Assistants
Shipping, Receiving, and Traffic Clerks	\$30,190	14,782	Shipping, Receiving, and Traffic Clerks
Training and Development Specialists	\$63,400	12,548	Training and Development Specialists
Operations Research Analysts	\$101,930	6,546	Operations Research Analysts
Administrative Services Managers	\$87,930	5,472	Administrative Services Managers
Human Resources Assistants	\$37,750	4,319	Human Resources Assistants
Payroll and Timekeeping Clerks	\$41,330	4,276	Payroll and Timekeeping Clerks
File Clerks	\$26,500	3,446	File Clerks
Human Resources Managers	\$119,390	3,405	Human Resources Managers
Compensation and Job Analysis Specialists	\$60,610	2,725	Compensation and Job Analysis Specialists
Procurement Clerks	\$42,190	2,292	Procurement Clerks
Training and Development Managers	\$109,570	1,342	Training and Development Managers

¹ Wage data from the US Bureau of Labor Statistics Occupational Employment Statistics Program; ² Estimates from Virginia Labor Market Information, Occupational Projections (long-term) for Multiple Occupations in Virginia in 2012-2022. Retrieved via <https://data.virginialmi.com/>; ³ Predominant level of education and training information created by Trailblazers, based on US BLS occupational education and training data

Source: Virginia Employment Commission, Virginia Occupational Employment Projections 2013-2022

Business Management and Administration 2014-2015 Enrollments**

Pathways	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8
Administrative Support	17,337	22,732	10,457	39,769	9,036	9,310	7,162	3,597
Business Information Management	23,166	31,701	12,658	48,014	12,585	12,116	12,943	4,492
General Management	17,948	23,181	10,202	41,271	9,291	10,346	7,362	3,787
Human Resources Management	14,670	20,705	8,655	31,688	7,820	7,503	5,080	2,747
Operations Management	3,809	2,860	1,775	9,663	1,750	3,296	2,379	1,195

** NOTE: Duplicated Pathway student enrollments

Source: Virginia Department of Education