

Virginia Career and Technical Education: Business Management and Administration

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



August 20, 2012

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.

Types of credentials include:

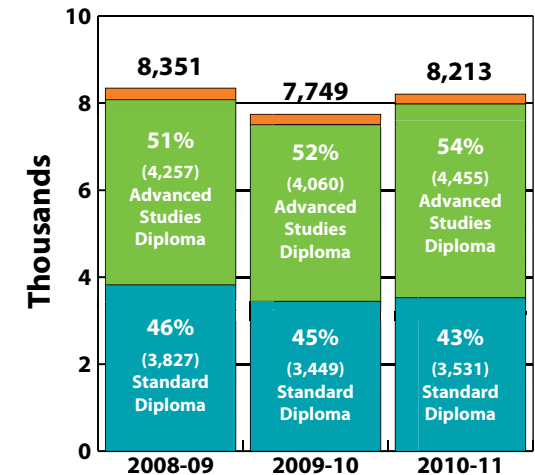
- **Full Industry Certification** – from a recognized industry, trade, or professional association;
- **Pathway Industry Certification** – specific stackable credentials from a recognized industry that lead to a full industry certification;
- **Occupational Competency Assessment** – a national standardized assessment of skills/knowledge in a specific career and/or technical

area such as those recognized by the National Occupational Competency Testing Institute (NOCTI);

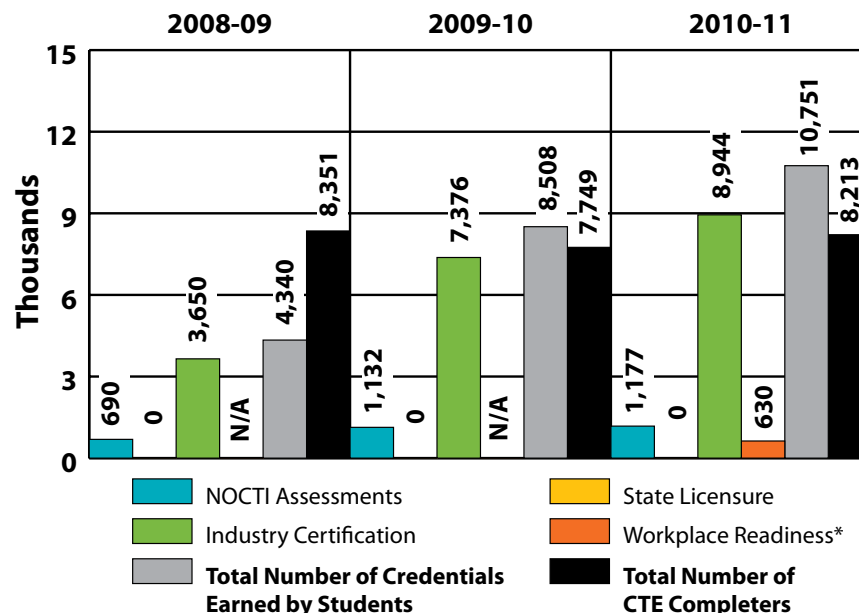
- **State Licensure** – required for entry into a specific occupation; and
- **Workplace Readiness Skills for the Commonwealth Certification** – for essential employability skills recognized by Virginia employers.

Students who earn these credentials are eligible to earn verified credit towards graduation requirements.

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 \$9 to \$155 per test or an approximate average cost of \$54 per test.

*Prior to 2010-11, Workplace Readiness Skills assessments were included in the Industry Certification category, but now are reported separately.

Source: Virginia Department of Education

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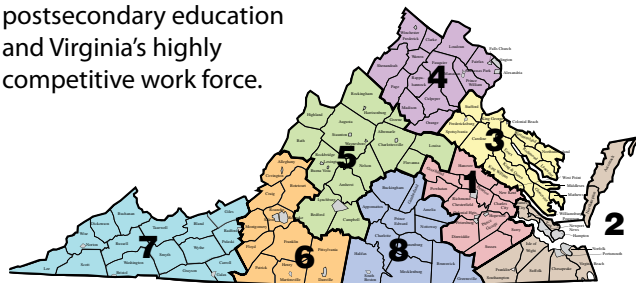
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The **Business Management and Administration Career Cluster** prepares you for careers in which you plan, organize, direct, and evaluate operations in order to run a successful business. There are a variety of career opportunities available that require 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.



High Demand Occupational Projections

Occupation	Median Wage	2018 Projected Employment	Typical Education Needed for Entry
Management Analysts	\$90,077	76,957	Bachelor's degree
Customer Service Representatives	\$30,740	68,708	High school diploma
General Managers	\$123,000	52,056	Master's degree
Office Manager	\$53,050	42,977	High school diploma
Receptionist	\$26,878	35,500	High school diploma
Executive Assistant	\$48,400	32,908	Associate's degree
Computer Support Specialists	\$46,240	23,302	Associate's degree
Purchasing Managers	\$63,340	16,626	Associate's degree
Billing Managers	\$35,054	15,439	Associate's degree
Sales Managers	\$98,200	7,747	Bachelor's degree
Occupational Analyst	\$60,697	7,668	Associate's degree
Data Entry Specialist	\$28,577	6,144	High school diploma
Operations Research Analysts	\$103,840	6,075	Master's degree
Copywriters	\$62,466	5,897	Bachelor's degree
Human Resources Administration Assistants	\$39,994	5,702	High school diploma
Compensation and Benefits Managers	\$86,497	4,821	Bachelor's degree
Human Resources Managers	\$97,495	4,736	Bachelor's degree
Facilities Managers	\$87,362	3,992	Associate's degree
Budget Analysts	\$70,660	3,717	Bachelor's degree
Procurement Specialist	\$39,674	2,483	High school diploma

Source: Virginia Employment Commission, Virginia Occupational Employment Projections 2008-18

Business Management and Administration 2010-2011 Enrollments (210,359)**

Pathways	Region 1	Region 2	Region 3	Region 4	Region 5	Region 6	Region 7	Region 8
Administrative Support	6,171	8,502	4,723	13,734	3,048	4,648	4,843	2,710
Business Information Management	8,753	16,172	7,413	16,874	4,048	5,088	5,974	3,402
General Management	6,908	8,035	3,890	14,199	3,120	3,989	4,698	2,712
Human Resources Management	3,224	4,526	2,089	7,635	1,442	2,462	1,723	1,475
Operations Management	3,406	3,484	1,960	6,476	1,526	1,487	2,531	1,259
Totals	28,462	40,719	20,075	58,918	13,184	17,674	19,769	11,558

** NOTE: Duplicated Pathway student enrollments

Source: Virginia Department of Education