



Program of Study Justifications for Business Management & Administration

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Business Management

2016-17 Program of Study	Level 1	Level 2	Level 3	Level 4
Business Management	Introduction to Business & Marketing (5905)	Business Communications (5888) -and/or- Accounting I (5910)	Business Management (5889)	Business & Entrepreneurship Practicum (6159) -and/or- Virtual Enterprise International (5900)

Description

The Business Management program of study is designed to prepare students for employment in the various disciplines of business. Subject matter is arranged around sequenced, progressive courses that provide students with the opportunity to develop a holistic understanding of business systems. Course content centers on concepts in business, finance, and marketing; social responsibility and ethics; components of communication; digital citizenship; business writing; desktop publishing; oral communications; and virtual meetings. Proficient students will understand the role of management; planning and strategic management; business plan development; professional ethics; legal responsibilities; and considerations in business, marketing, organizational structure, human relations, and finance. Upon completion of this POS, students will be prepared to seek employment or advanced training as a business operations specialist, management analyst, human resources or training specialist, insurance claims adjuster or investigator, business manager, labor relations specialist, or many other careers in business management. Students may gain job experience while still in high school through local Career and Technical Students Organization (CTSO) competitions and through opportunities in work-based learning.

Job Outlook

Business management careers incorporate skills in planning, organizing, directing, and evaluating the business functions that are essential to efficient and productive business operations. Career opportunities in this field are available in every sector of the economy.¹ United States jobs related to business operations are expected to increase at a rate of 7.3 percent through the year 2024. The United States Department of Labor Bureau of Labor Statistics lists several careers in the area of business operations that will experience significant growth to 2024, among them, Management Analysts; Administrative Service Managers; Training and Development Specialists and Managers; Meeting, Event, and Convention Planners; and Human Resources Managers.² In addition, the Tennessee Department of Labor and Workforce Development includes Human Resources Specialists, Management Analysts, and Training and Development Specialists among the *Hot Careers to 2022*.³ Jobs within the Business Management and Administration cluster, under

¹ O*Net Online on the Internet at <https://www.onetonline.org/find/career?c=4&g=Go> (visited March 2, 2016).

² Bureau of Labor Statistics, U. S. Department of Labor, on the internet at http://www.bls.gov/emp/ep_table_102.htm (visited March 2, 2016).

³ Tennessee Department of Labor and Workforce Development on the internet at <https://www.tn.gov/workforce/topic/occupations-in-demand> (visited March 2, 2016)



which Business Management falls, will comprise the largest percentage of jobs in Tennessee through 2018. This cluster, with two others, will account for 40 percent of all jobs in Tennessee by 2018.⁴ **Figure 1** outlines career opportunities related to business management and the education level and work experience required for each.

Figure 1. Tennessee employment projections for business management and related occupations with positive openings projected 2014-22.⁵

Occupation	Average Annual Openings, 2014 – 2022	Total % Change, 2014 – 2022	Annual Median Wage, 2014	Level of Education	Minimum Work Experience Required
Administrative Service Managers	210	10.80%	\$67,003	Bachelor's Degree	1 – 2 years
Business Managers of Artists, Performers, and Athletes	115	9.40%	\$56,851	Bachelor's Degree	2 – 5 years
Business Operations Specialists	335	16.70%	\$54,362	Bachelor's Degree	1 – 2 years
Claims Adjusters, Examiners, and Investigators	160	11.90%	\$55,768	Bachelor's Degree	2 – 5 years
Management Analysts	300	12.40%	\$72,352	Bachelor's Degree	2 – 5 years
Meeting, Convention, and Event Planners	60	30.40%	\$37,135	Bachelor's Degree	Entry level
Training and Development Specialists	150	12.50%	\$53,399	Bachelor's Degree	2 – 5 years

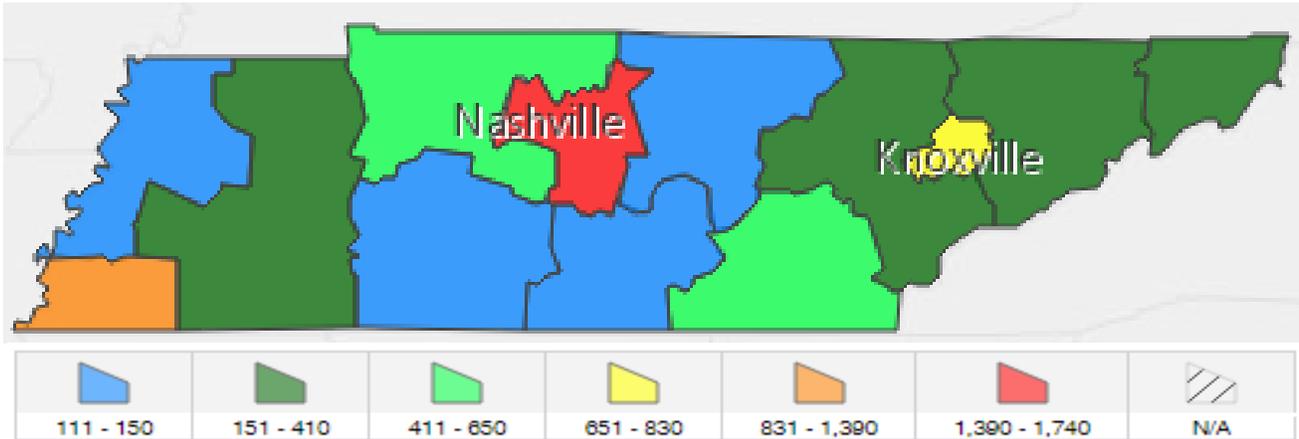
Job opportunities for business management related occupations are strongest in urban and surrounding areas in Tennessee. **Figure 2** reflects that more professionals in the area of business management are employed in Nashville, Memphis, and Knoxville than in surrounding areas.⁶

⁴ Georgetown University Center on Education and the Workforce. (2011). *Career clusters: Forecasting demand for high school through college jobs, 2008-2018: State-Level Analysis*. Washington DC: Carnevale, A. P., et al.

⁵ Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2016). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/analyzer/results.aspx?session=occproj> (visited March 2, 2016)

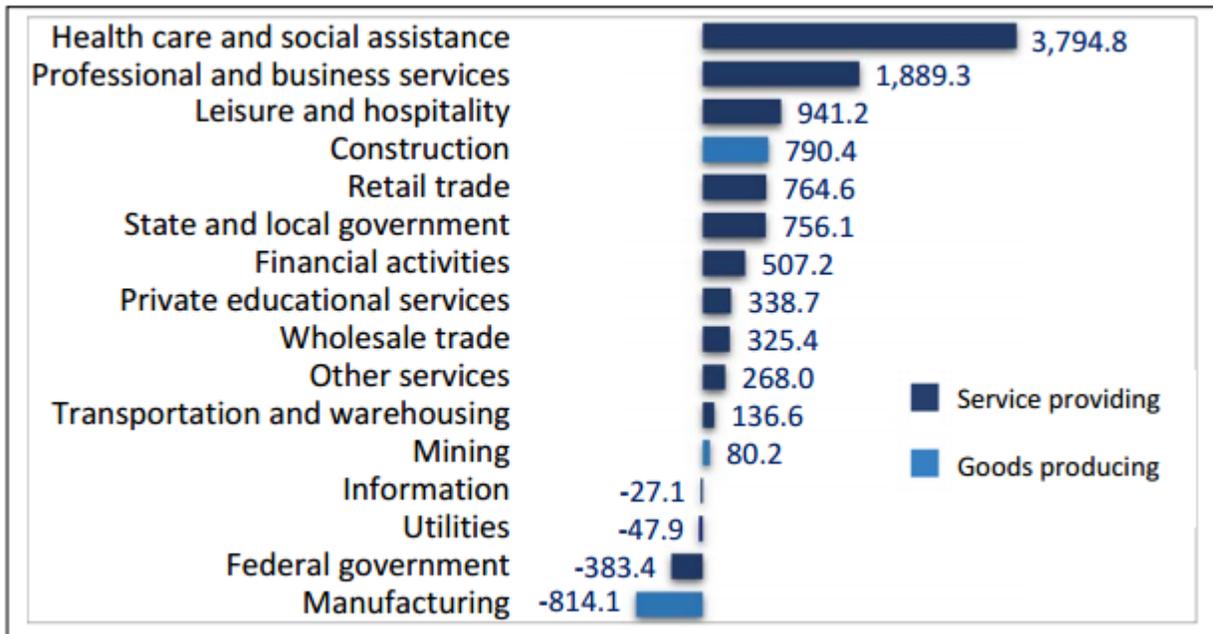
⁶ Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2016). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/analyzer/results.aspx?session=occproj> (visited March 2, 2016)

Figure 2. 2014 Estimated Employment



On a national level, Business and Professional Services is projected to show the second largest amount of growth in industry by 2024 as reflected in **Figure 3.**⁷

Figure 3. Employment change by industry sector



⁷ Bureau of Labor Statistics. http://www.bls.gov/emp/ep_handout.pdf



Current Secondary Landscape

In the 2014-15 School Year, 11,150 students were enrolled in a course within the Business Management POS as indicated in **Figure 4**.⁸ Though some growth could be attributed to the development of the new course, Introduction to Business & Marketing, which now serves as the first year course for six programs of study, the number of students enrolled in business-related courses for 2014-15 almost doubled from an enrollment of 6,715 students in 2013-2014. **Figure 5** shows an increase in the number of schools in 2015-2016, over the number of schools in 2014-15, who chose the Business Management POS as reflected by an analysis of open enrollment from both years. ⁹

Figure 4. Student Enrollment 2014-15

Introduction to Business & Marketing	Business Communications	Business Management	Business Entrepreneurship Practicum -and/or- Virtual Enterprise International
3969	4063	2331	787

Figure 5. Open Enrollment Figures

Business Management	2014-15 Open Enrollment Selections	2015-2016 Open Enrollment Selections
	118	127

Postsecondary Opportunities

Upon completion of this POS, students will be prepared to further their training at technical schools and universities in the areas of administrative office technology, business education, or business administration. **Figure 6** outlines the related career opportunities and the training necessary for each. Whereas some occupations require a high school diploma or postsecondary certificate only, many occupations in the area of business management require a bachelor’s degree. The Business Management and Administration cluster, of which Business Management is a component, will require substantial postsecondary education in 2018, and will grow by 13 percent for potential employees with credentials from an institution of postsecondary learning. ¹⁰ **Figure 7** reflects that more than one third of occupations in the career cluster of Business Management and Administration will require at least a Bachelor’s degree by 2018. Postsecondary institutions in Tennessee offer business degree programs in many areas, among them: Business Administration, Business Education, Real Estate, Business Information, Human Resources Management, Public Administration, Supply Chain Management, Business Analytics, and Management.

⁸ Tennessee Department of Education. (2015). *Student Enrollment Data*. Based on author’s calculation of student enrollment data.

⁹ Tennessee Department of Education. (2015). *Open Enrollment Figures*. Based on author’s analysis of open enrollment figures.

¹⁰ Georgetown University Center on Education and the Workforce. (2011). *Career clusters: Forecasting demand for high school through college jobs, 2008-2018*. Washington DC: Carnevale, A. P., et al.

Figure 6. Postsecondary Pathways

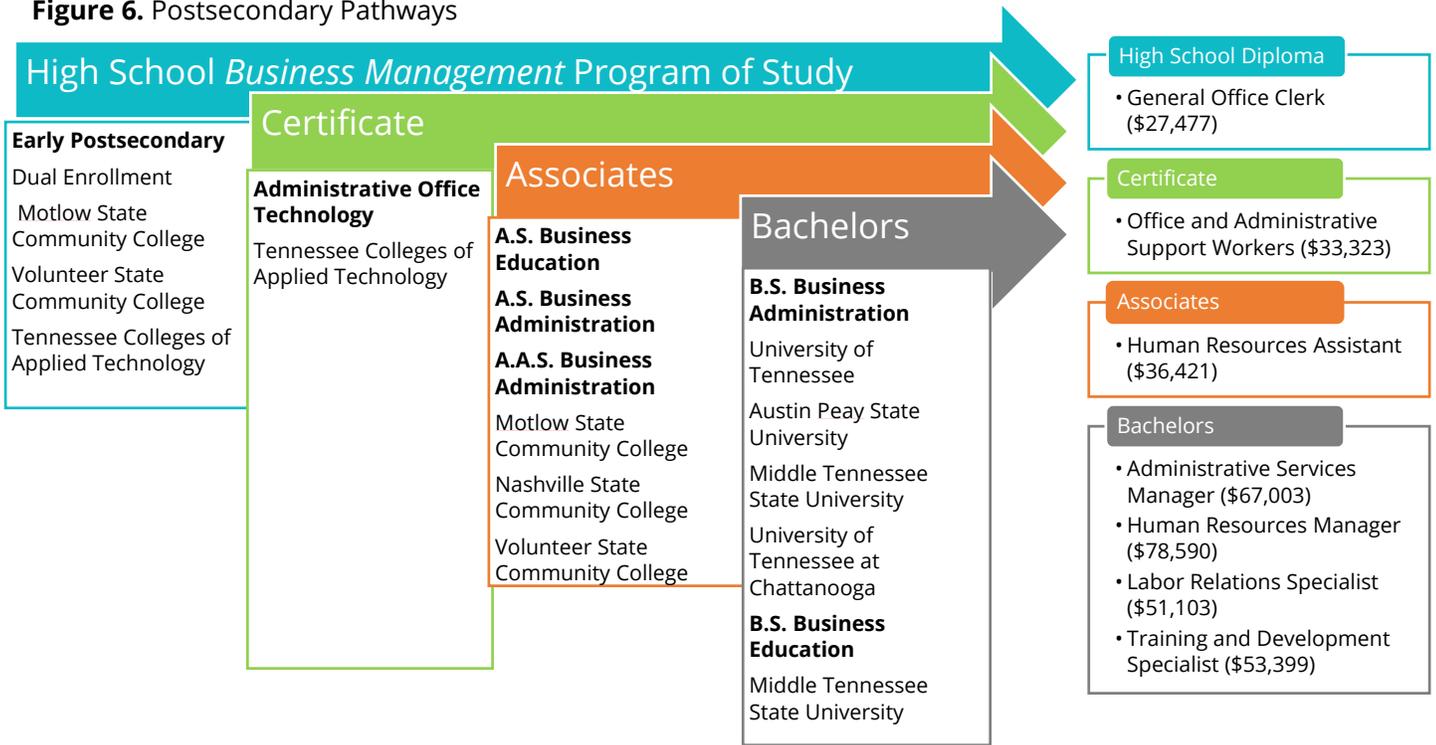
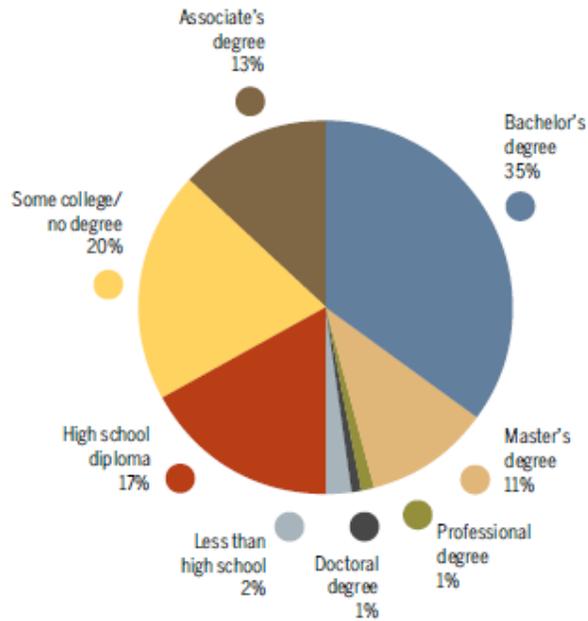


Figure 7. Educational requirements for jobs (nationally) in Business Management in 2018





Recommendations

There are no additional recommended changes at this time.

2017-18 Program of Study	Level 1	Level 2	Level 3	Level 4
Business Management	Introduction to Business & Marketing (5905)	Business Communications (5888) -and/or- Accounting I (5910)	Business Management (5889) -or- Dual Enrollment Business Management (4082)	Business & Entrepreneurship Practicum (6159) -and/or- Virtual Enterprise International ¹ (5900) -or- Dual Enrollment Business Management (4082)

References

Center for American Progress. (2012). *5 facts about overseas outsourcing: Trend continues to grow as American workers suffer*. Washington DC: Lach, A.

Georgetown University Center on Education and the Workforce. (2011). *Career clusters: Forecasting demand for high school through college jobs, 2008-2018: State-Level Analysis*. Washington DC: Carnevale, A. P., Green, K. A., Kotamraju, P., Smith, N., Steuernagel, B., Stone, J. R.

Georgetown University Center on Education and the Workforce. (2011). *Career clusters: Forecasting demand for high school through college jobs, 2008-2018*. Washington DC: Carnevale, A. P., Green, K. A., Kotamraju, P., Smith, N., Steuernagel, B., Stone, J. R.

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United States Department of Labor, Bureau of Labor Statistics. (2015). *Employment projections handout*. Retrieved from http://www.bls.gov/emp/ep_handout.pdf

United States Department of Labor, Employment and Training Administration. (2014). *Browse by career cluster: Business management and administration*. Retrieved from <https://www.onetonline.org/find/career?c=4&g=Go>



Office Management

2016-17 Program of Study	Level 1	Level 2	Level 3	Level 4
Office Management	Computer Applications (5891)	Business Communications (5888)	Business Management (5889)	Advanced Computer Applications (5904)

Description

The Office Management program of study is designed to prepare students for employment in the various capacities of managing processes and people in an office setting. Subject matter is arranged around sequenced, progressive courses that provide students with the opportunity to develop a holistic understanding of the way an office functions most efficiently and effectively. Course content centers on concepts in business, finance, and marketing; social responsibility and ethics; communication networks; the internet; technology operations; word processing and publishing; spreadsheet applications; database applications; presentation software; digital citizenship; and electronic communication and collaboration. Proficient students will understand the role of management; planning and strategic management; secure technology operations; information management and integration; and considerations in business, marketing, organizational structure, human relations, and finance. Upon completion of this POS, students will be prepared to seek employment or advanced training as a customer service representative, human resources assistant, receptionist, secretary, administrative assistant, or many other careers in office management. Students may gain job experience while still in high school through local Career and Technical Students Organization (CTSO) competitions and through opportunities in work-based learning.

Job Outlook

Office management careers incorporate talents in accessing, processing, maintaining, evaluating, and disseminating information for business decisions. Career opportunities in this field are available in every sector of the economy.¹¹ United States jobs related to office management and operations are expected to increase at a rate of two percent through the year 2024. The United States Department of Labor Bureau of Labor Statistics lists several careers in the area of office operations that will experience significant growth to 2024, among them, Customer Service Representatives; Hotel and Resort Desk Clerks; Receptionists; Information Clerks; Insurance and Claims Clerks; and General Office Clerks.¹² In addition, the Tennessee Department of Labor and Workforce Development includes Executive Secretaries, Executive Administrative Assistants, and Supervisors of Administrative and Support Workers among the *Hot Careers to 2022*.¹³ Jobs within the Business Management and Administration cluster, under which Office Management falls, will comprise the largest percentage of jobs in Tennessee through 2018. This cluster, with two others, will

¹¹ O*Net Online on the Internet at <https://www.onetonline.org/find/career?c=4&g=Go> (visited March 2, 2016).

¹² Bureau of Labor Statistics, U. S. Department of Labor, on the internet at http://www.bls.gov/emp/ep_table_102.htm (visited March 2, 2016).

¹³ Tennessee Department of Labor and Workforce Development on the internet at <https://www.tn.gov/workforce/topic/occupations-in-demand> (visited March 2, 2016)



account for 40 percent of all jobs in Tennessee by 2018.¹⁴ **Figure 1** outlines career opportunities related to office management and the education level and work experience required for each.

Figure 1. Tennessee employment projections for business management and related occupations with positive openings projected 2014 – 2022.¹⁵

Occupation	Average Annual Openings, 2014 – 2022	Total % Change, 2014 – 2022	Annual Median Wage, 2014	Level of Education	Minimum Work Experience Required
Court, Municipal, and License Clerks	70	6.40%	\$31,653	High School Diploma	Entry level
Customer Service Representatives	2,150	11.60%	\$28,388	High School Diploma	Entry level
Eligibility Interviewers	95	5.40%	\$33,920	High School Diploma	1 – 2 years
File Clerks	70	2.40%	\$25,038	High School Diploma	Entry level
Hotel and Resort Desk Clerks	325	10.60%	\$18,815	High School Diploma	1 – 2 years
Human Resources Assistants	85	3.90%	\$36,421	Associate's Degree	1 – 2 years
Insurance Claims/Policy Processing Clerks	130	9.70%	\$35,371	Some College Courses	Entry level
Office Clerks	1,735	5.70%	\$27,645	High School Diploma	Entry level
Receptionists	860	13.70%	\$25,687	High School Diploma	Entry level
Secretaries and Administrative Assistants	215	0.40%	\$43,271	Some College Courses	1 – 2 years

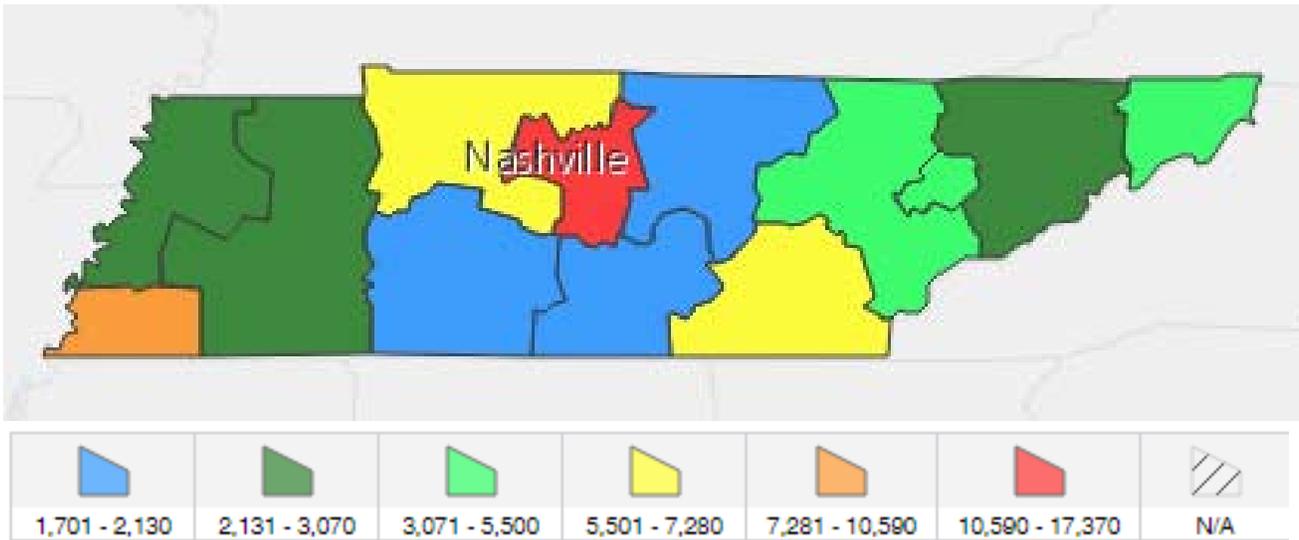
Job opportunities for office management related occupations are strongest in urban and surrounding areas in Tennessee. **Figure 2** reflects that more professionals in the area of office management are employed in Nashville, Memphis, Clarksville, and Chattanooga than in surrounding areas.¹⁶

¹⁴ Georgetown University Center on Education and the Workforce. (2011). *Career clusters: Forecasting demand for high school through college jobs, 2008-2018: State-Level Analysis*. Washington DC: Carnevale, A. P., et al.

¹⁵ Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2016). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/analyzer/results.aspx?session=occpj> (visited March 2, 2016)

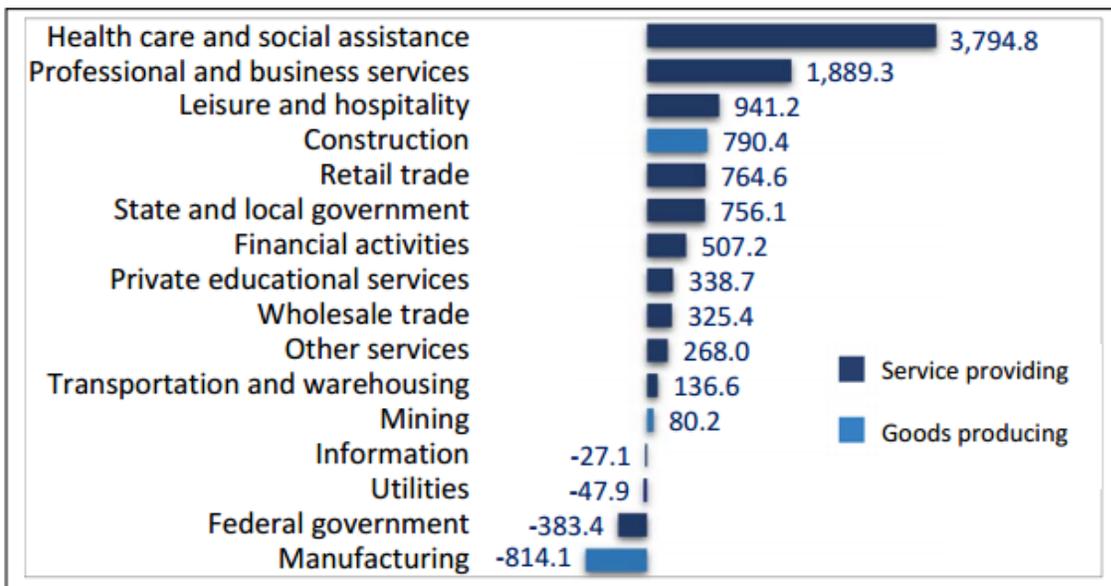
¹⁶ Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2016). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/analyzer/results.aspx?session=occpj> (visited March 2, 2016)

Figure 2. 2014 Estimated Employment



On a national level, Business and Professional Services is projected to show the second largest amount of growth in industry by 2024 as reflected in Figure 3.¹⁷

Figure 3. Employment change by industry sector



¹⁷ Bureau of Labor Statistics. http://www.bls.gov/emp/ep_handout.pdf

Current Secondary Landscape

In the 2014-15 School Year, 35,850 students were enrolled in a course within the Office Management POS as indicated in **Figure 4**.¹⁸ This number grew significantly from an enrollment of 31,034 student in 2013-2014. **Figure 5** shows an increase in the number of schools in 2015-2016, over the number of schools in 2014-15, that chose the Office Management POS as reflected by an analysis of open enrollment from both years.¹⁹

Figure 4. Student Enrollment 2014-15

Computer Applications	Business Communications	Business Management	Advanced Computer Applications
27704	4063	2331	1752

Figure 5. Open Enrollment Figures

Office Management	2014-15 Open Enrollment Selections	2015-2016 Open Enrollment Selections
	138	164

Postsecondary Opportunities

Upon completion of this POS, students will be prepared to further their training at technical schools and universities in the areas of administrative office technology or business administration. **Figure 6** outlines the related career opportunities and the training necessary for each. Whereas many of these occupations require only a high school diploma or some college courses, salaries are likely to be higher for employees with advanced training, postsecondary certificates or degrees. The Business Management and Administration cluster, of which Office Management is a component, will require substantial postsecondary education in 2018, and will grow by 13 percent for potential employees with credentials from an institution of postsecondary learning.²⁰ **Figure 7** reflects that more than one third of occupations in the career cluster of Business Management and Administration will require at least a Bachelor's degree by 2018. Postsecondary institutions in Tennessee offer certificate or degree programs in many areas, among them: Administrative Office Technology, Business Administration, Business Information, Human Resources Management, Public Administration, Business Analytics, and Management.

¹⁸ Tennessee Department of Education. (2015). *Student Enrollment Data*. Based on author's calculation of student enrollment data.

¹⁹ Tennessee Department of Education. (2015). *Open Enrollment Figures*. Based on author's analysis of open enrollment figures.

²⁰ Georgetown University Center on Education and the Workforce. (2011). *Career clusters: Forecasting demand for high school through college jobs, 2008-2018: State-Level Analysis*. Washington DC: Carnevale, A. P., et al.

Figure 6. Postsecondary Pathways

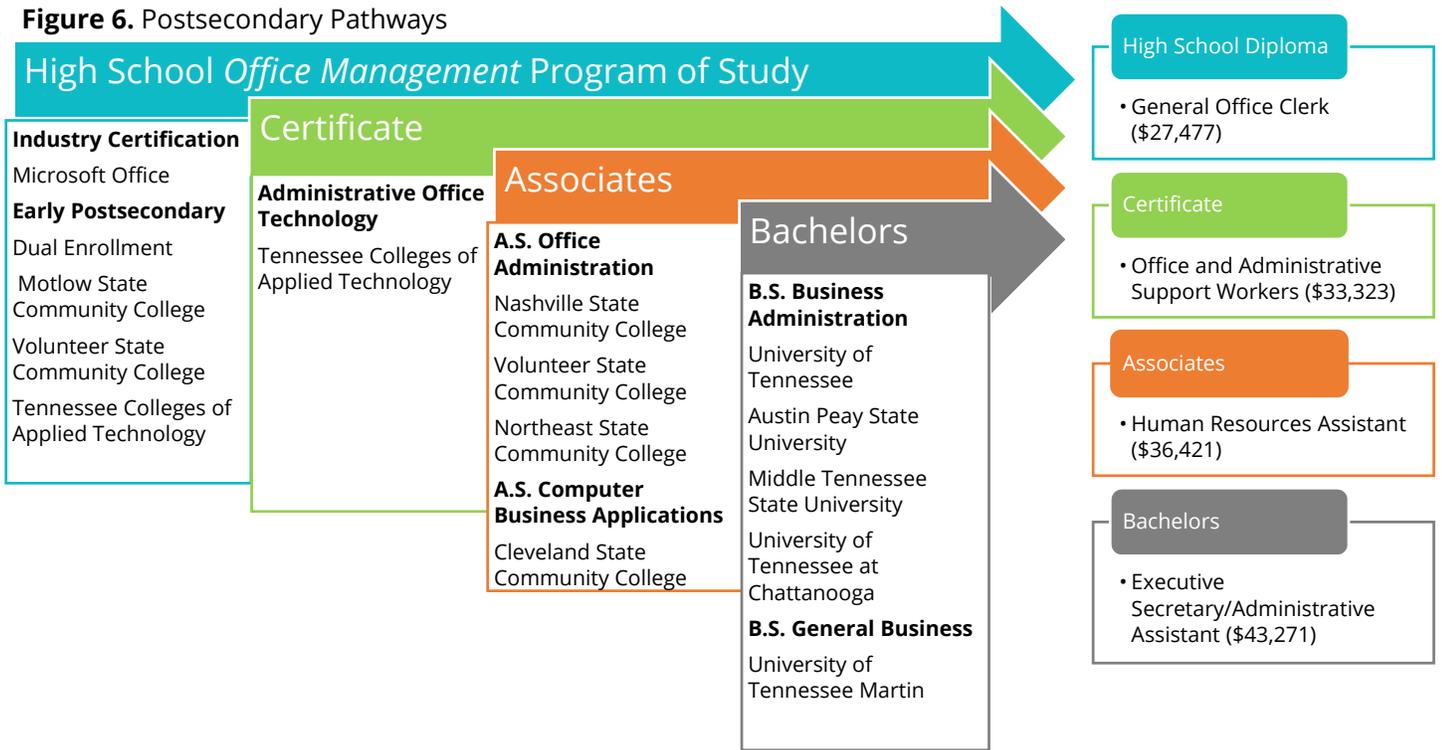
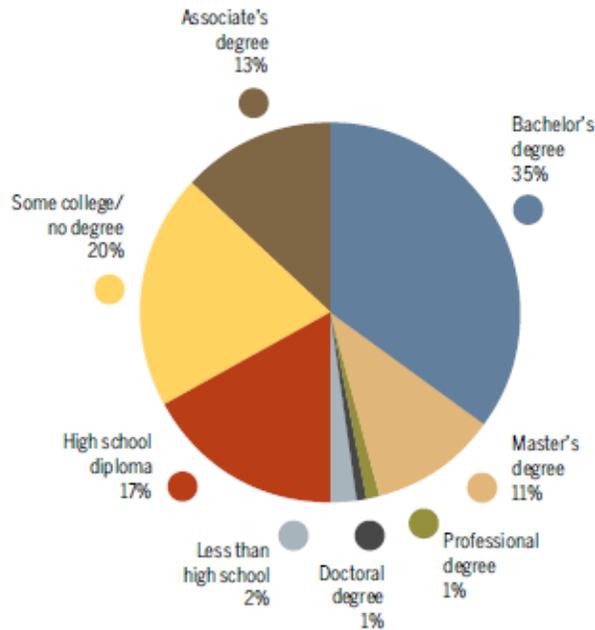


Figure 7. Educational requirements for jobs (nationally) in Office Management in 2018





Recommendations

The continued strength and projected growth of service providing and goods producing businesses and related occupations in the area of Office Management in Tennessee will provide significant career opportunities in this field. Many of these occupations are regionally concentrated and all require a high school diploma though advanced training and/or a postsecondary certificate or degree is strongly suggested. No further changes are recommended at this time.

2017-18 Program of Study	Level 1	Level 2	Level 3	Level 4
Office Management	Computer Applications (5891)	Business Communications (5888)	Business Management (5889) -or- Dual Enrollment Office Management (4083)	Advanced Computer Applications (5904) -or- Dual Enrollment Office Management (4083)
				Industry Certification: Microsoft Office Specialist: (Excel) (PowerPoint) (Word) Microsoft Office Expert Microsoft Officer Master



References

Georgetown University Center on Education and the Workforce. (2011). *Career clusters: Forecasting demand for high school through college jobs, 2008-2018: State-Level Analysis*. Washington DC: Carnevale, A. P., Green, K. A., Kotamraju, P., Smith, N., Steuernagel, B., Stone, J. R.

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Health Services Administration

2016-17 Program of Study	Level 1	Level 2	Level 3	Level 4
Health Services Administration	Introduction to Business & Marketing (5905)	Health Science Education (5998)	Health Information Technology (5997)	Business & Entrepreneurship Practicum (6159) -and/or- Virtual Enterprise International (5900)

Description

The Health Services Administration program of study is designed to prepare students for employment in a career that encompasses the business aspects of the healthcare field. Subject matter is arranged around sequenced, progressive courses that provide students with the opportunity to develop a holistic understanding of business systems and how they are utilized in the healthcare industry. Course content centers on concepts in business, finance, and marketing; social responsibility and ethics; healthcare systems; foundational healthcare skills; and health information systems. Proficient students will understand medical records, the legal ramifications of health information, coding and reimbursement, body function and structure, medical microbiology, infection control, professional ethics, market research, and business plan development. Upon completion of this POS, students will be prepared to seek employment or advanced training as a billing or posting clerk, medical assistant, medical records and health information technician, insurance claims clerk, medical transcriptionist, medical or health services manager, or many other careers in health services administration. Students may gain job experience while still in high school through local Career and Technical Students Organization (CTSO) competitions and through opportunities in work-based learning.

Job Outlook

Health services administration careers incorporate talents in planning, directing, and coordinating medical and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations. Almost all careers in the healthcare industry are projected to grow at a faster or much faster rate than other occupations through 2024.²¹ United States jobs related to business operations in healthcare are expected to increase at a rate of 8.3 percent through the year 2024. The United States Department of Labor Bureau of Labor Statistics lists several careers in the area of health services administration that will experience significant growth to 2024, among them, Medical and Health Service Managers; Medical Secretaries; Billing Clerks; Medical Records and Health Information Technicians; and Medical Assistants.²² In addition, the Tennessee Department of Labor and Workforce Development includes

²¹ O*Net Online on the Internet at <https://www.onetonline.org/find/industry?i=62&g=Go> (visited March 10, 2016).

²² Bureau of Labor Statistics, U. S. Department of Labor, on the internet at http://www.bls.gov/emp/ep_table_102.htm (visited March 2, 2016).



Medical Secretaries and several other careers in the healthcare industry among the *Hot Careers to 2022*.²³ Jobs within the Business Management and Administration cluster, under which Health Services Administration falls, will comprise the largest percentage of jobs in Tennessee through 2018. This cluster, with two others, will account for 40 percent of all jobs in Tennessee by 2018.²⁴ **Figure 1** outlines career opportunities related to health services administration and the education level and work experience required for each.

Figure 1. Tennessee employment projections for health services administration and related occupations with positive openings projected 2014-22.²⁵

Occupation	Average Annual Openings, 2014 – 2022	Total % Change, 2014 – 2022	Annual Median Wage, 2014	Level of Education	Minimum Work Experience Required
Billing and Posting Clerks	445	16.30%	\$31,217	High School Diploma	1 – 2 years
Emergency Management Directors	5	4.30%	\$62,259	Bachelor's Degree	2 – 5 years
Insurance Claims Clerks	130	9.70%	\$35,371	High School Diploma	1 – 2 years
Medical and Health Services Managers	350	16.70%	\$78,756	Bachelor's Degree	2 – 5 years
Medical Assistants	660	21.50%	\$28,045	Post Secondary Certificate	1 – 2 years
Medical Records and Health Information Technicians	245	20.40%	\$30,958	High School Diploma	1 – 2 years
Medical Secretaries	245	25.90%	\$27,989	Some College Courses	1 – 2 years
Medical Transcriptionists	40	9.00%	\$30,442	Post Secondary Certificate	1 – 2 years
Pharmacy Aides	55	17.40%	\$21,080	High School Diploma	Entry level

Job opportunities for health services administration related occupations are strongest in urban and surrounding areas in Tennessee. **Figure 2** reflects that more professionals in the area of health services administration are employed in Nashville, Memphis, Chattanooga, and Knoxville than in surrounding areas.²⁶

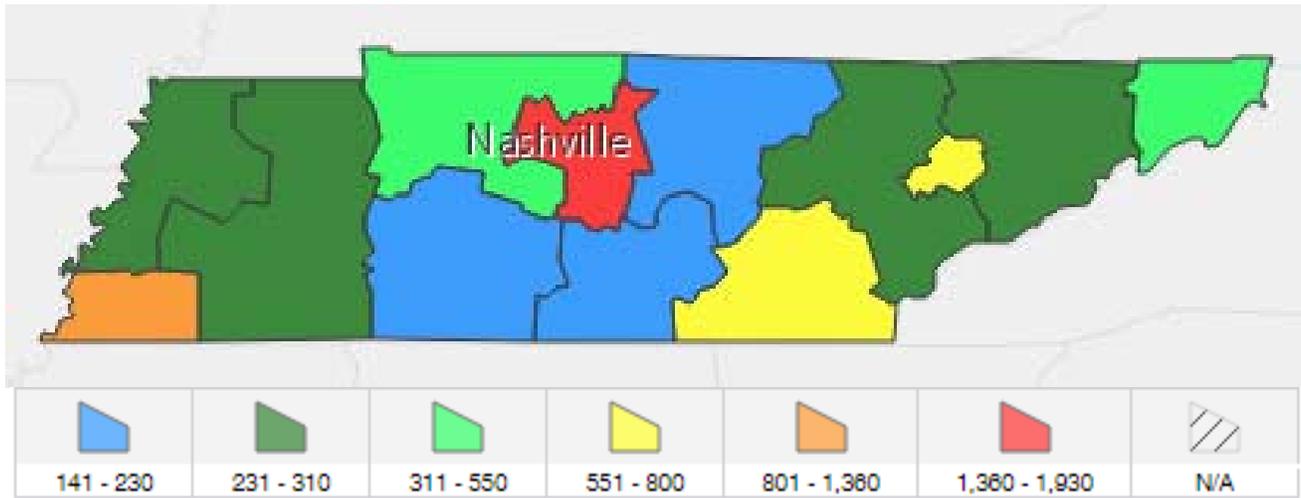
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²⁴ Georgetown University Center on Education and the Workforce. (2011). *Career clusters: Forecasting demand for high school through college jobs, 2008-2018: State-Level Analysis*. Washington DC: Carnevale, A. P., et al.

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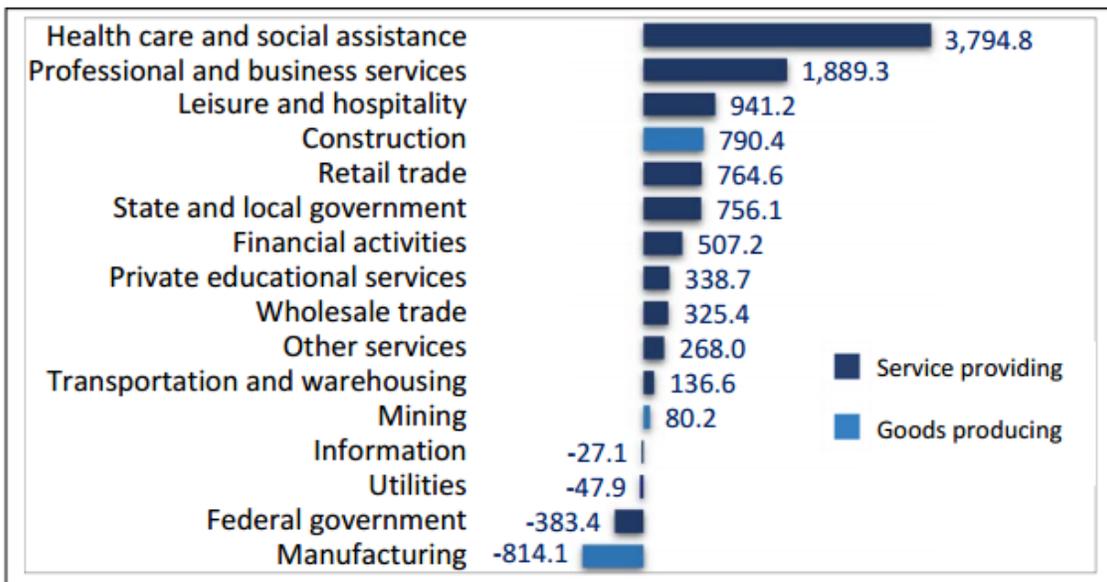
²⁶ Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2016). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/analyzer/results.aspx?session=occproj> (visited March 2, 2016)

Figure 2. 2014 Estimated Employment



On a national level, the industry sectors of Health Care and Social Assistance and Business and Professional Services, which are combined in the Health Services Administration program of study, are projected to show the first and second largest amount of growth respectively in industry by 2024 as reflected in **Figure 3**.²⁷

Figure 3. Employment change by industry sector



²⁷ Bureau of Labor Statistics. http://www.bls.gov/emp/ep_handout.pdf

Current Secondary Landscape

In the 2014-15 School Year, 20,497 students were enrolled in a course within the Health Services Administration POS as indicated in **Figure 4**.²⁸ Though some growth could be attributed to the development of the new course, Introduction to Business & Marketing, which now serves as the first year course for six programs of study, the number of students enrolled in health services administration-related courses for 2014-15 increased significantly from an enrollment of 19,329 students in 2013-2014. **Figure 5** shows a slight decrease in the number of schools in 2015-2016, over the number of schools in 2014-15, that chose the Health Services Administration POS as reflected by an analysis of open enrollment from both years.²⁹

Figure 4. Student Enrollment 2014-15

Introduction to Business & Marketing	Health Science Education	Health Information Technology	Business Entrepreneurship Practicum -and/or- Virtual Enterprise International
3969	15703	38	787

Figure 5. Open Enrollment Figures

Health Services Administration	2014-15 Open Enrollment Selections	2015-2016 Open Enrollment Selections
	24	18

Postsecondary Opportunities

Upon completion of this POS, students will be prepared to further their training at technical schools and universities in the areas of healthcare management, healthcare administration, and health information management, among others. **Figure 6** outlines the related career opportunities and the training necessary for each. Whereas some occupations require a high school diploma only, many occupations in the area of health services administration require a postsecondary certificate or a bachelor's degree. The Business Management and Administration cluster, of which Health Services Administration is a component, will require substantial postsecondary education in 2018, and will grow by 13 percent for potential employees with credentials from an institution of postsecondary learning.³⁰ **Figure 7** reflects that more than one third of occupations in the career cluster of Business Management and Administration will require at least a Bachelor's degree by 2018. Postsecondary institutions in Tennessee offer business degree programs in many areas, among them: Healthcare Management, Healthcare Administration, and Healthcare Administration and Planning.

²⁸ Tennessee Department of Education. (2015). *Student Enrollment Data*. Based on author's calculation of student enrollment data.

²⁹ Tennessee Department of Education. (2015). *Open Enrollment Figures*. Based on author's analysis of open enrollment figures.

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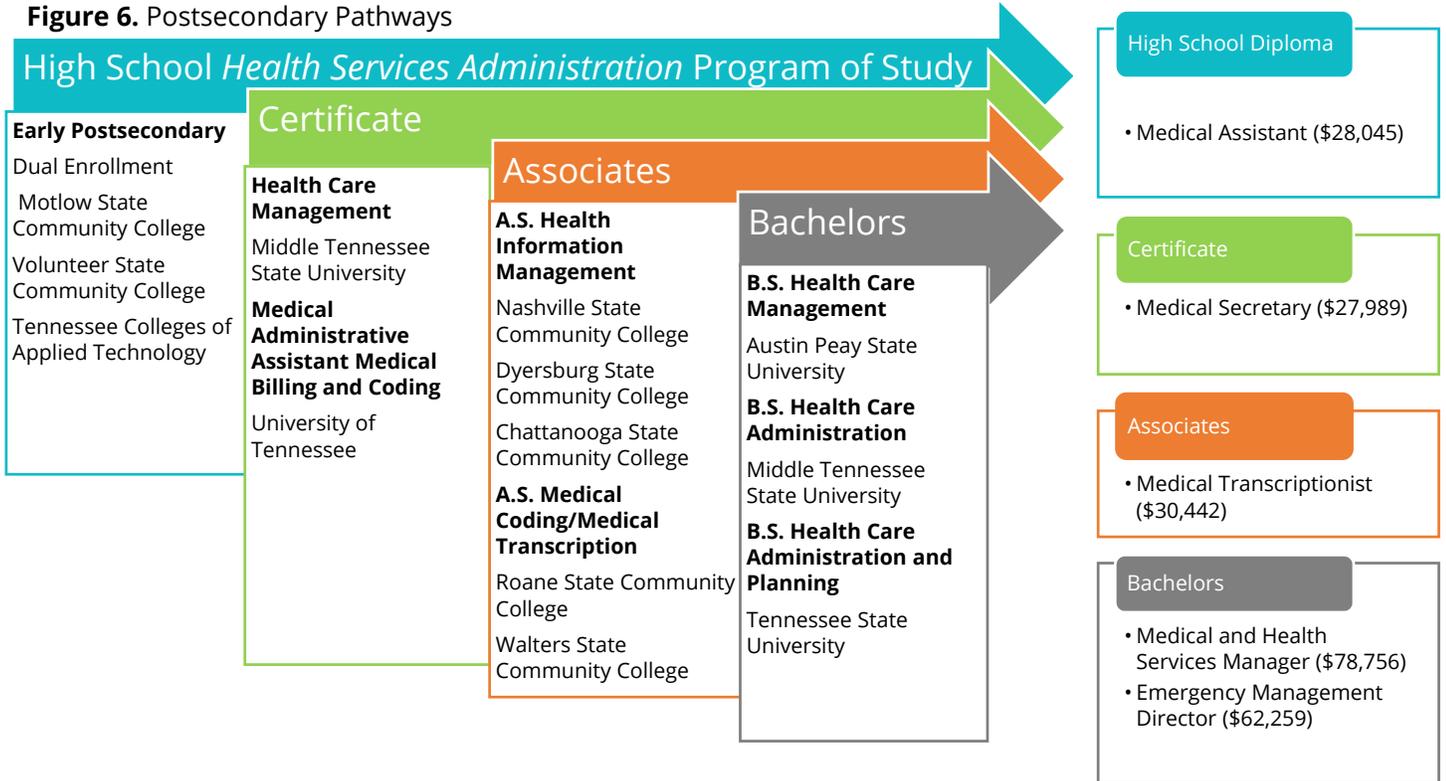
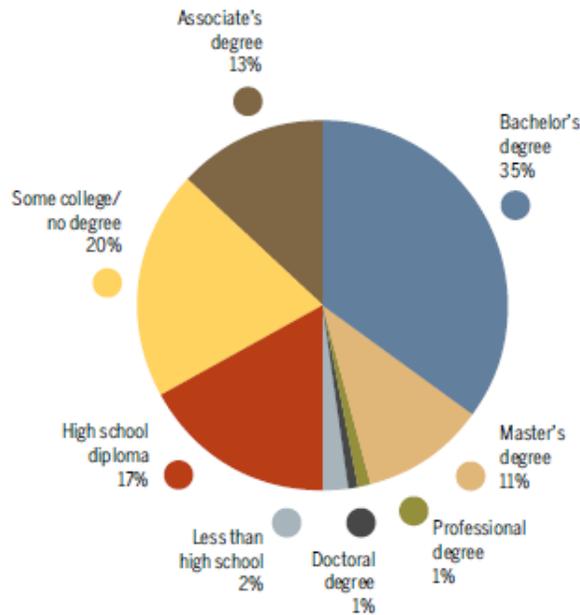


Figure 7. Educational requirements for jobs (nationally) in Business Management in 2018



Recommendations

The noteworthy continued strength and projected growth of businesses providing healthcare services and related products and goods in Tennessee will provide significant career opportunities in this field. Many of these occupations are regionally concentrated and all require a high school diploma though advanced training and/or a postsecondary certificate or degree is strongly suggested. A closer look at marketing and explaining this program of study in a better way to students through counselors, health science teachers,



and business teachers is suggested. The addition of the Health Information Technology course to this POS will better prepare students within the Health Services Administration area.

2017-18 Program of Study	Level 1	Level 2	Level 3	Level 4
Health Services Administration	Introduction to Business & Marketing (5905)	Health Information Technology (5997)	Business Management (5889) -or- Dual Enrollment Health Services Administration (4084)	Health Services Administration Practicum (TBD) -or- Dual Enrollment Health Services Administration (4084)

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Human Resources Management

2017-18 Program of Study	Level 1	Level 2	Level 3	Level 4
Human Resources Management	Introduction to Business & Marketing (5905)	Business Communications (5888)	Human Resources Management (TBD) -or- Dual Enrollment Human Resources Management (TBD)	Human Resources Management Practicum (TBD) -or- Dual Enrollment Human Resources Management (TBD)

Description

The Human Resources Management program of study is designed to prepare students for employment in the various disciplines within human resources. Students may gain job experience while still in high school through local Career and Technical Students Organization (CTSO) competitions and through opportunities in work-based learning.

Job Outlook

Human Resources careers incorporate skills in planning, organizing, directing, and evaluating the functions that are essential to efficient and productive business operations. Career opportunities in this field are available in every sector of the economy.³¹ United States jobs related to business operations are expected to increase at a rate of 7.3 percent through the year 2024. The United States Department of Labor Bureau of Labor Statistics lists Human Resources Managers as an area that will experience significant growth to 2024. In addition, the Tennessee Department of Labor and Workforce Development includes Human Resources Specialists, Management Analysts, and Training and Development Specialists among the *Hot Careers to 2022*.³² **Figure 1** outlines career opportunities related to business management and the education level and work experience required for each.

³¹ O*Net Online on the Internet at <https://www.onetonline.org/find/career?c=4&g=Go> (visited March 2, 2016).

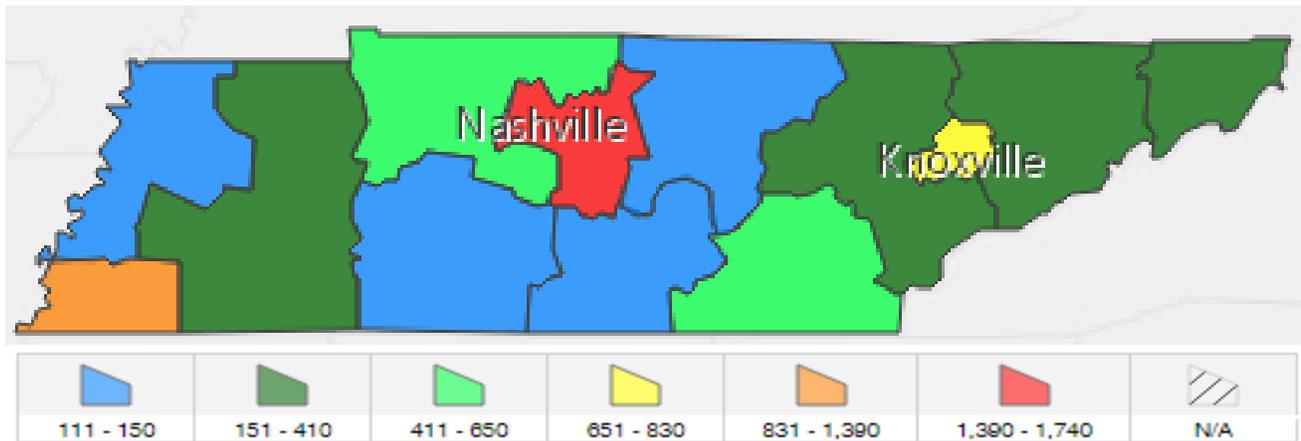
³² Tennessee Department of Labor and Workforce Development on the internet at <https://www.tn.gov/workforce/topic/occupations-in-demand> (visited March 2, 2016)

Figure 1. Tennessee employment projections for business management and related occupations with positive openings projected 2014 -22.³³

Occupation	Average Annual Openings, 2014 – 2022	Total % Change, 2014 – 2022	Annual Median Wage, 2014	Level of Education	Minimum Work Experience Required
Human Resources Managers	105	9.90%	\$78,590	Bachelor's Degree	2 – 5 years
Human Resources Specialists	200	11.90%	\$49,517	Bachelor's Degree	1 – 2 years
Labor Relations Specialists	15	2.40%	\$51,103	Bachelor's Degree	2 – 5 years

Job opportunities for human resources related occupations are strongest in urban and surrounding areas in Tennessee. **Figure 2** reflects that more professionals in the area of human resources management are employed in Nashville, Memphis, and Knoxville than in surrounding areas.³⁴

Figure 2. 2014 Estimated Employment



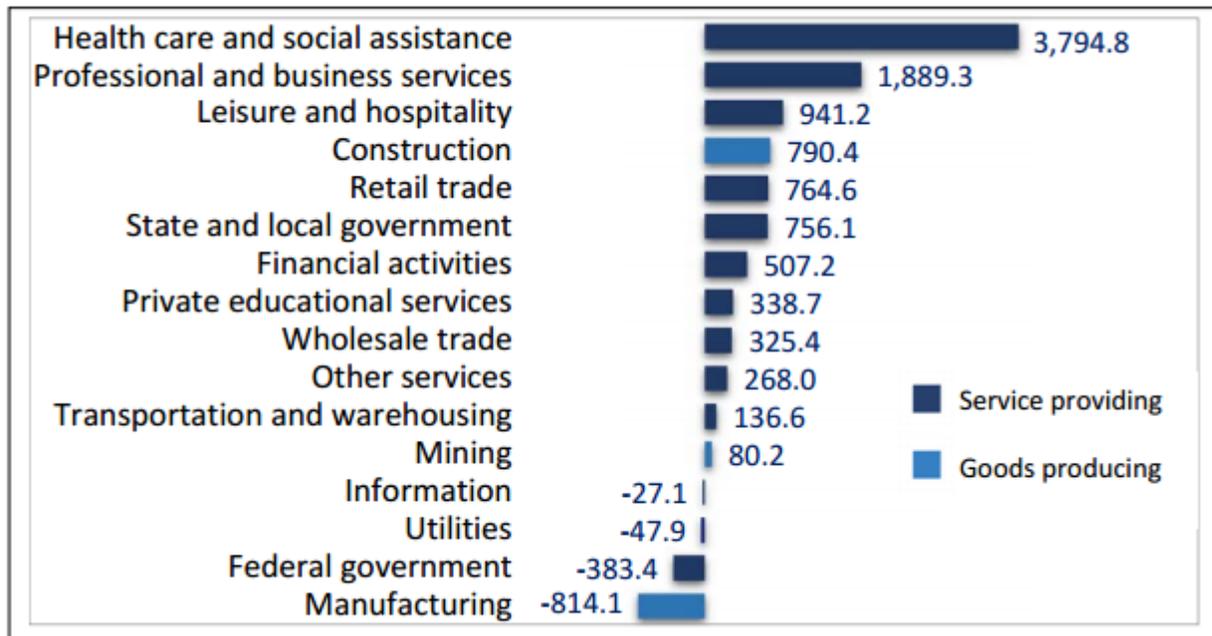
On a national level, Business and Professional Services is projected to show the second largest amount of growth in industry by 2024 as reflected in Figure 3.³⁵

³³ Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2016). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/analyzer/results.aspx?session=occproj> (visited March 2, 2016)

³⁴ Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2016). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/analyzer/results.aspx?session=occproj> (visited March 2, 2016)

³⁵ Bureau of Labor Statistics. http://www.bls.gov/emp/ep_handout.pdf

Figure 3. Employment change by industry sector



Current Secondary Landscape

This is a new program of study so there is not a current secondary landscape.

Postsecondary Opportunities

Upon completion of this POS, students will be prepared to further their training at technical schools and universities in the areas of business education, or business administration. **Figure 5** outlines the related career opportunities and the training necessary for each. Whereas some occupations require a high school diploma or postsecondary certificate only, many occupations in the area of business management require a bachelor's degree. The Business Management and Administration cluster, of which Business Management is a component, will require substantial postsecondary education in 2018, and will grow by 13 percent for potential employees with credentials from an institution of postsecondary learning.³⁶

Figure 6 reflects that more than one third of occupations in the career cluster of Business Management and Administration will require at least a Bachelor's degree by 2018. Postsecondary institutions in Tennessee offer business degree programs in many areas, among them: Business Administration, Business Education, Real Estate, Business Information, Human Resources Management, Public Administration, Supply Chain Management, Business Analytics, and Management.

³⁶ Georgetown University Center on Education and the Workforce. (2011). *Career clusters: Forecasting demand for high school through college jobs, 2008-2018*. Washington DC: Carnevale, A. P., et al.

Figure 6. Postsecondary Pathways

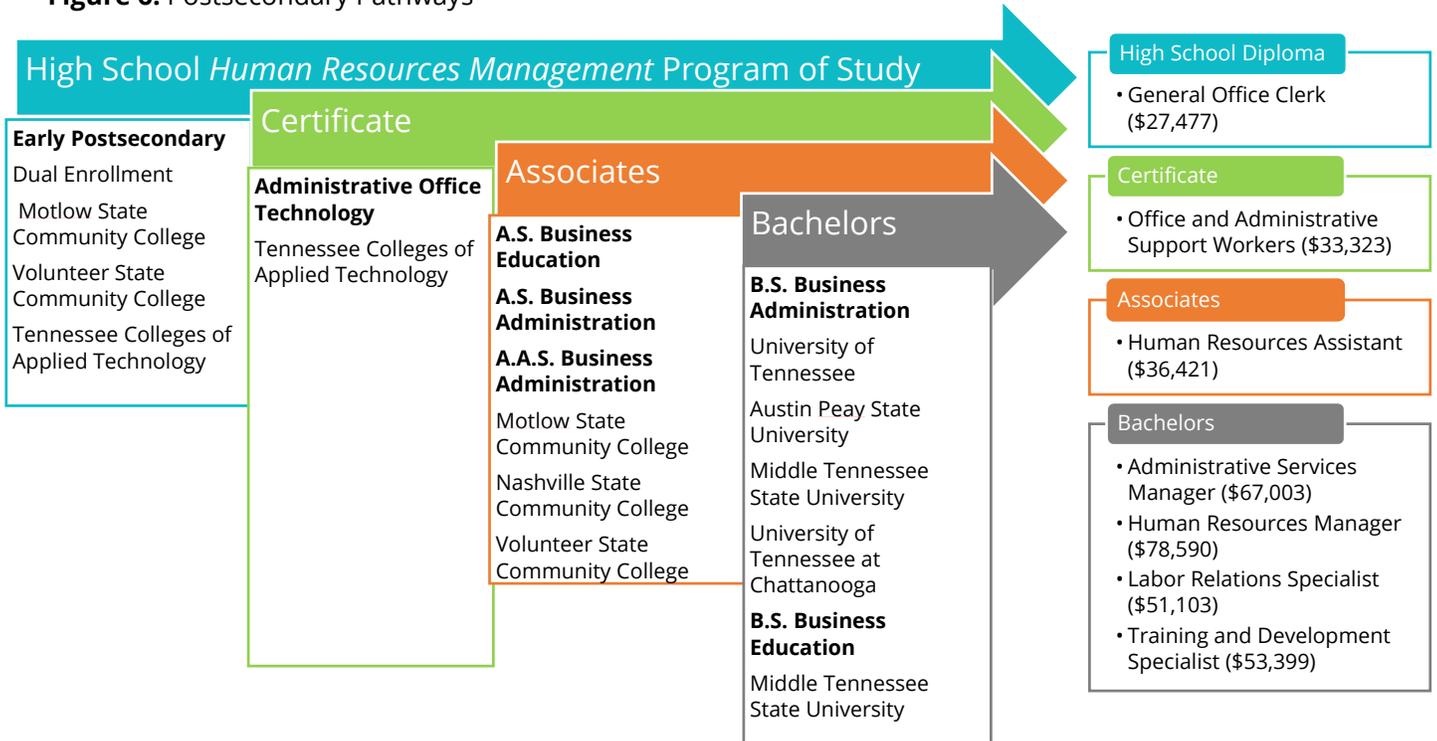
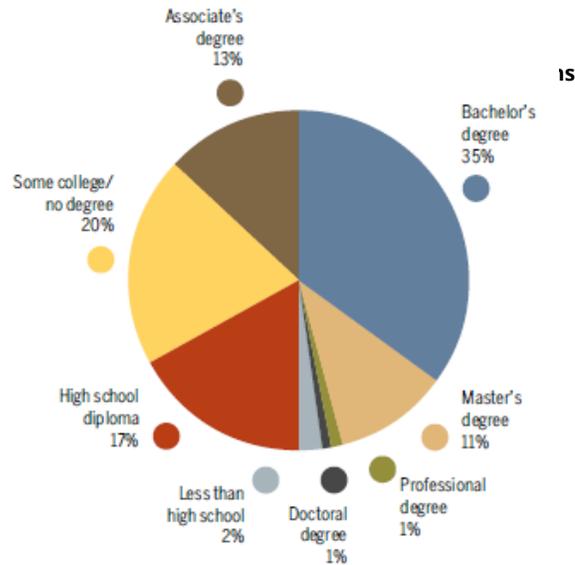


Figure 7. Educational requirements for jobs (nationally) in Business Management in 2018



Recommendations

Due to the emerging need for employees in the area of Human Resources indicated by anticipated growth in careers such as Human Resources Manager, Human Resources Specialist, Training and Development Specialist, etc., a program of study in Human Resources Management is recommended. A POS in this area of specialty addresses the elements of business management from a service providing, rather than goods producing perspective. As noted in the postsecondary opportunities narrative, there are opportunities available for students to earn a degree in a Human Resources discipline. More specifically, the University



of Tennessee at Knoxville offers an undergraduate degree in Human Resources Management in the Haslam College of Business, East Tennessee State University offers an undergraduate degree in Management with a concentration in Human Resources Management, the University of Memphis offers a Master of Professional Studies degree with a concentration in Human Resources Leadership, and Middle Tennessee State University offers an undergraduate degree in Professional Studies with a concentration in Organizational Leadership which covers content in human resources.

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