



Program of Study Justifications for Business Management & Administration

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Business Management

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

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, cost estimator, business manager, human resources manager, 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 talents 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 8.4% through the year 2024. Additionally, management occupations specifically are projected to grow by 5.5% through the year 2024.² 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

¹ O*Net Online on the Internet at <https://www.onetonline.org/find/career?c=4&g=Go> (visited June 30, 2017).

² Bureau of Labor Statistics, U. S. Department of Labor, News Release on the internet at <https://www.bls.gov/news.release/pdf/ecopro.pdf> (visited June 30, 2017).



and Development Managers; and Human Resources Managers.³ In addition, the Tennessee Department of Labor and Workforce Development includes Management Analysts among the *Hot Careers to 2022*.⁴ Jobs within the Business Management and Administration cluster, under which Business Management falls, will comprise the largest percentage of jobs in Tennessee through 2020. This cluster, with one other, will account for 40% of all jobs in Tennessee by 2020.⁵ **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 openings projected 2014 – 2024.⁶

Occupation	Average Annual Openings, 2014 – 2024	Total % Change, 2014 – 2024	Annual Median Wage, 2016	Level of Education	Minimum Work Experience Required
Administrative Service Managers	245	17.30%	\$67,660	Bachelor's Degree	1 – 2 years
Business Operations Specialists	335	12.80%	\$56,610	Bachelor's Degree	1 – 2 years
Chief Executives	440	10.90%	\$140,140	Bachelor's Degree	10 – 12 years
Human Resources Managers	120	26.50%	\$82,690	Bachelor's Degree	4 – 6 years
Sales Managers	280	14.20%	\$82,270	Bachelor's Degree	1 – 2 years
Property and Real Estate Managers	310	16.90%	\$43,490	Certificate	0-2 years
Management Analysts	405	26.90%	\$74,720	Bachelor's Degree	4 – 6 years
Cost Estimators	160	48.80%	\$41,400	Bachelor's Degree	Entry level
Urban and Regional Planners	15	9.50%	\$57,060	Master's Degree	5 – 10 years

³ Bureau of Labor Statistics, U. S. Department of Labor, on the internet at http://www.bls.gov/emp/ep_table_102.htm (visited June 30, 2017).

⁴ Tennessee Department of Labor and Workforce Development on the internet at <https://www.tn.gov/workforce/topic/occupations-in-demand> (visited June 30, 2017).

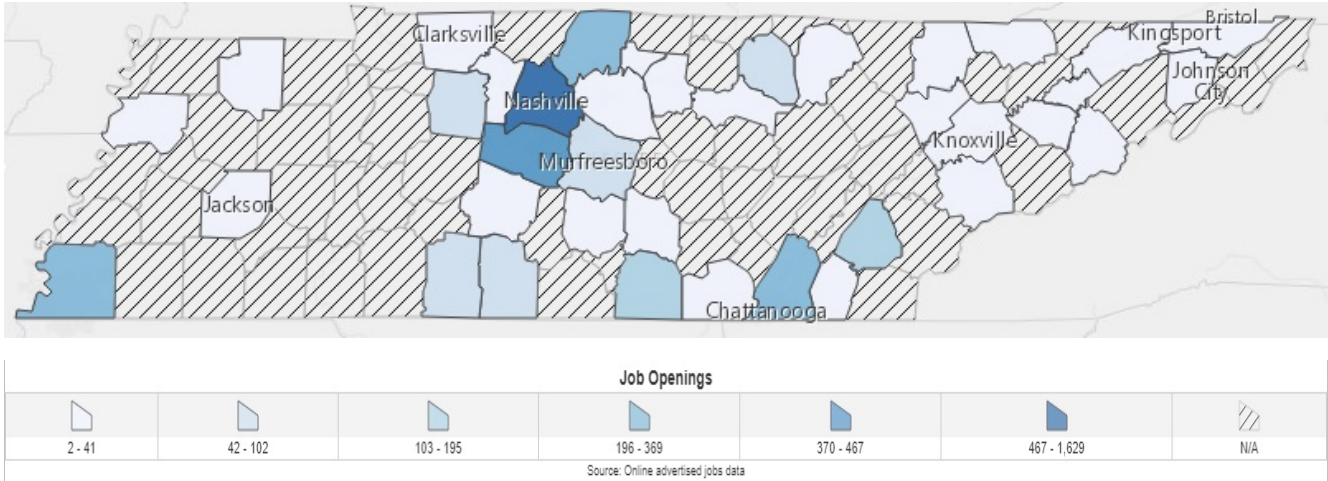
⁵ Georgetown University Center on Education and the Workforce. (2013). *Recovery: Job growth and education requirements through 2020*. Washington DC: Carnevale, A. P., et al.

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 July 13, 2017).



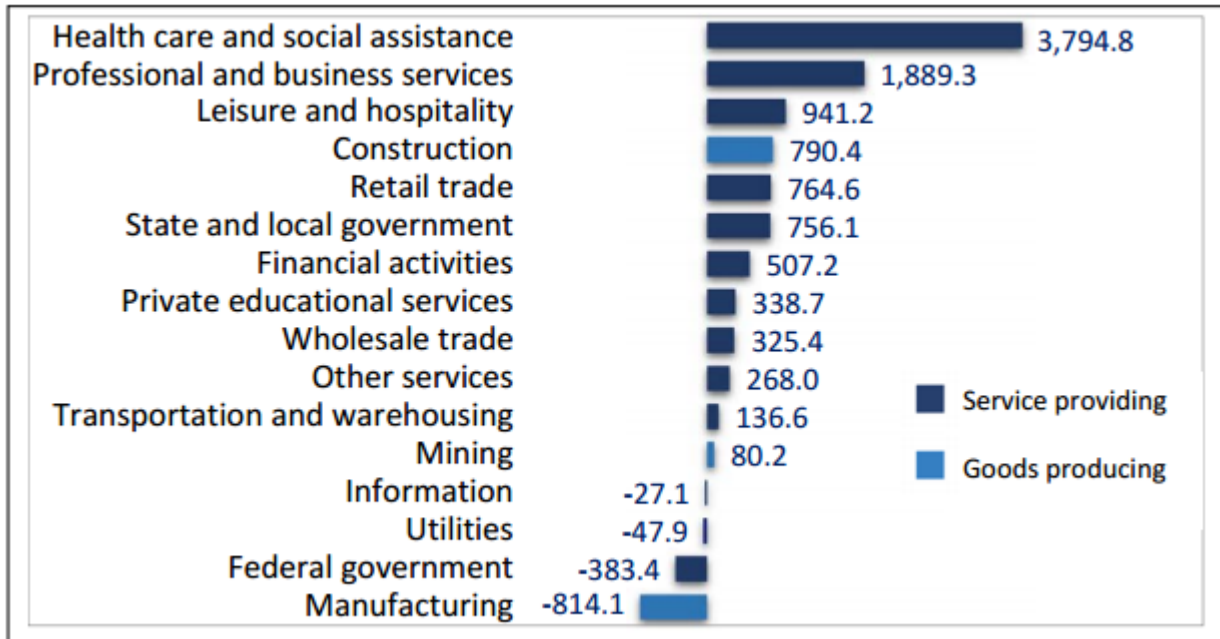
Job opportunities for business management related occupations are strongest in urban and surrounding areas in Tennessee. **Figure 2** reflects more business management jobs are open in Nashville, Memphis, and Chattanooga than in surrounding areas.⁷

Figure 2. Business Management job openings in June 2017



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**.⁸

Figure 3. Employment change by industry sector



⁷ Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2017). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/lmi/industry/industrysummary.aspx?session=inddetail&geo> (visited July 25, 2017).

⁸ Bureau of Labor Statistics. http://www.bls.gov/emp/ep_handout.pdf



Current Secondary Landscape

In the 2015-2016 school year, 19,963 students were enrolled in a course within the Business Management POS as indicated in **Figure 4**.⁹ The number of students enrolled in business-related courses for 2015-2016 increased by 79% from 2014-15 and almost tripled from an enrollment of 6,697 students in 2013-2014. This growth can be attributed to the push for schools to follow prescribed programs of study as well as the creation of the Level One course, Introduction to Business and Marketing (5905), which serves as the introductory course for seven programs of study. **Figure 5** shows an annual increase in the number of schools offering the Business Management POS as reflected by an analysis of open enrollment from the past three years.¹⁰

Figure 4. Student Enrollment 2015-2016

Introduction to Business & Marketing	Business Communications	Accounting I	Business Management	Practicum, Virtual Enterprise, and Dual Enrollment
8239	4244	2957	3701	842

Figure 5. Open Enrollment Figures

Business Management	2014-15 Open Enrollment Selections	2015-2016 Open Enrollment Selections	2016-2017 Open Enrollment Selections
	123	143	156

Postsecondary Opportunities

Upon completion of this POS, students will be prepared to further their training at technical schools and universities in the areas of management, 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 and work experience. 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% for potential employees with credentials from an institution of postsecondary learning.¹¹ **Figure 7** reflects that nearly half 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.

⁹ Tennessee Department of Education. (2017). *Student Enrollment Data*. Based on author's calculation of student enrollment data.

¹⁰ Tennessee Department of Education. (2017). *Open Enrollment Figures*. Based on author's analysis of open enrollment figures.

¹¹ 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

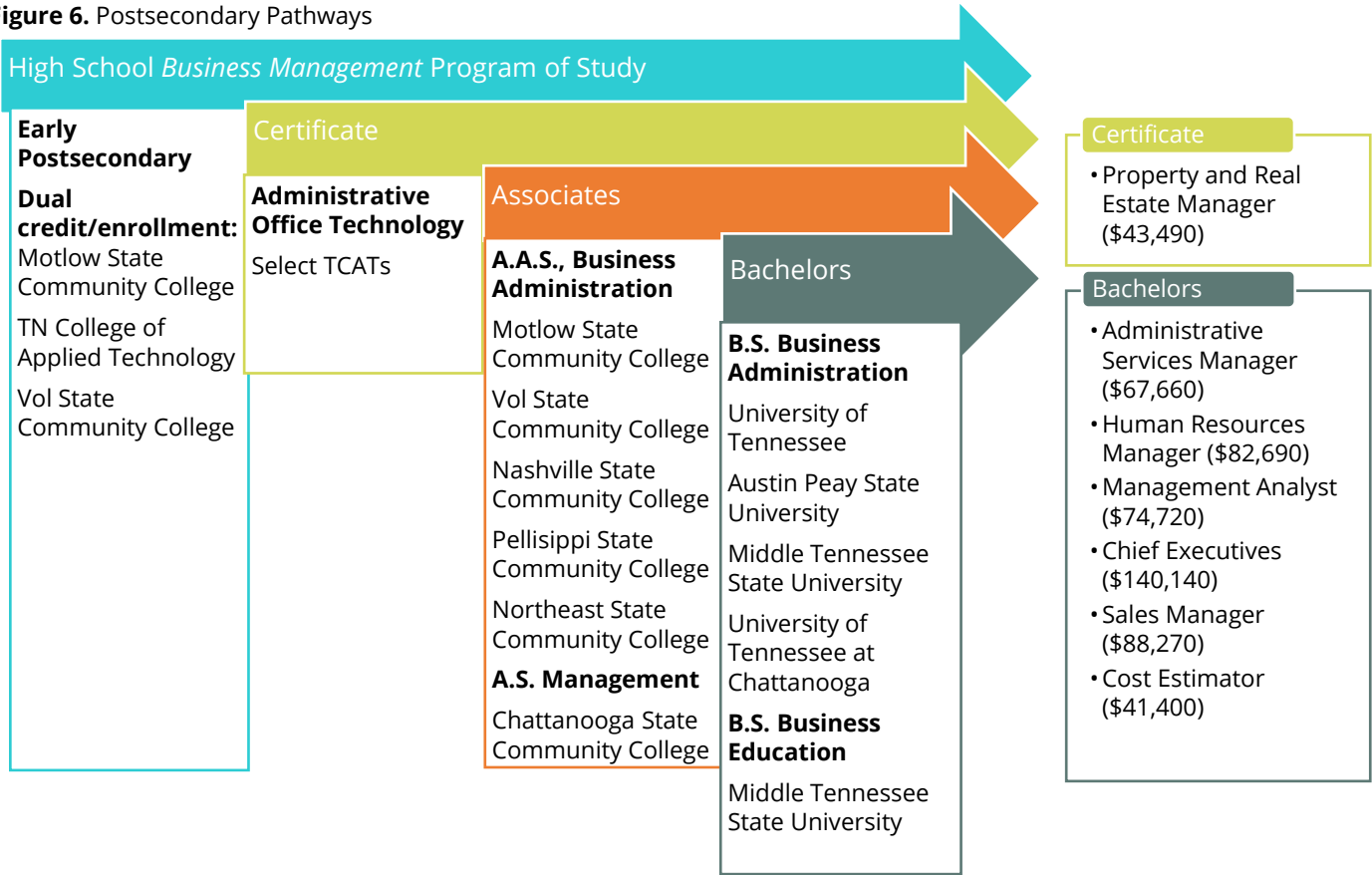
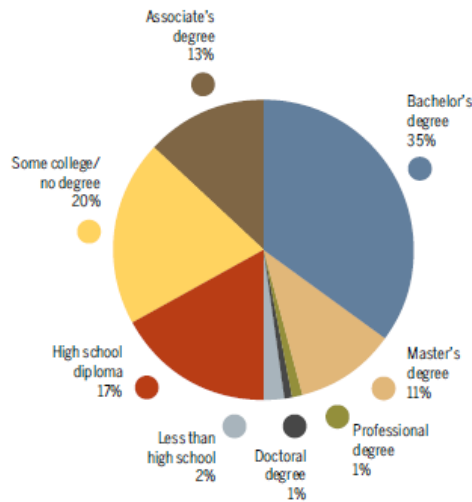


Figure 7. Educational requirements for jobs (nationally) in Business Management in 2018





Recommendations

Through conversations with advisory council members, teachers, recent graduates entering the workforce and externship hosts, an increased focus is needed on the ability to create, manipulate, and interpret spreadsheet features in Excel. This skill will be applicable across several programs of study. It is recommended that content standards specific to spreadsheets be added to Business Communications and Accounting I. If added into the Level 2 courses for this program of study, the skill set will be there for students to complete the final project that is present in Business Management, the Level 3 course for this program of study, and to begin their pursuit of postsecondary opportunities.

Additionally, it is recommended from advisory council requests that students become familiar with the following pieces of terminology that are prevalent in the work world: *Industrial Psychology* and *Situational Leadership*. These terms could easily be incorporated into the existing standards for Business Management (5889).

Proposed 2018-19 Program of Study	Level 1	Level 2	Level 3	Level 4
Business Management	Introduction to Business & Marketing (5905)	Business Communications (5888) -or- Accounting I (5910)	Business Management (5889) -or- Dual Enrollment Business Management (4082)	Business & Entrepreneurship Practicum (6159) -or- Virtual Enterprise International ¹ (5900) -or- Dual Enrollment Business Management (4082)



References

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Georgetown University Center on Education and the Workforce. (2013). *Recovery: Job growth and education requirements through 2020*. Washington DC: Carnevale, A. P., Smith, N., Strohl, J. Retrieved on June 30, 2017.

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Office Management

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 Office Master

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. Upon completion of this POS, students will be equipped with the skills needed to pass the MOS Industry Certification exam.

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.¹² United States jobs related to office management and operations are expected to increase at a rate of 2% 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: Information Clerks; Insurance and Claims Clerks; and General Office Clerks.¹³ 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*.¹⁴ Jobs within the Business Management and Administration cluster, under which Office Management falls, will comprise the largest percentage of jobs in Tennessee through 2020. This cluster, with one other, will account for 40% of all jobs in Tennessee by 2020.¹⁵ **Figure 1** outlines career opportunities related to office management and the education level and work experience required for each.

¹² O*Net Online on the Internet at <https://www.onetonline.org/find/career?c=4&g=Go> (visited June 30, 2017).

¹³ Bureau of Labor Statistics, U. S. Department of Labor, on the internet at http://www.bls.gov/emp/ep_table_102.htm (visited June 30, 2017).

¹⁴ Tennessee Department of Labor and Workforce Development on the internet at <https://www.tn.gov/workforce/topic/occupations-in-demand> (visited June 30, 2017).

¹⁵ Georgetown University Center on Education and the Workforce. (2013). *Recovery: Job growth and education requirements through 2020*. Washington DC: Carnevale, A. P., et al.



Figure 1. Tennessee employment projections for office management and related occupations with positive openings projected 2014 – 2024.¹⁶

Occupation	Average Annual Openings, 2014 – 2024	Total % Change, 2014 – 2024	Annual Median Wage, 2016	Level of Education	Minimum Work Experience Required
Editors	40	3.30%	\$42,810	Bachelor's Degree	Entry level
Customer Service Representatives	2,270	17.90%	\$29,570	High School Diploma	Entry level
File Clerks	65	3.6%	\$28,720	High School Diploma	Entry level
Technical Writers	25	21.80%	\$54,700	Associate's Degree	Entry level
Executive Secretaries and Administrative Assistants	275	2.70%	\$45,300	Some College Courses	2-4 years
Insurance Claims/Policy Processing Clerks	110	13.90%	\$35,920	Some College Courses	Entry level
Office Clerks	2,005	9.90%	\$29,650	High School Diploma	Entry level
Receptionists and Information Clerks	930	19.20%	\$26,620	High School Diploma	Entry level
Secretaries and Administrative Assistants	1,795	13.20%	\$30,420	Some College Courses	1 – 2 years

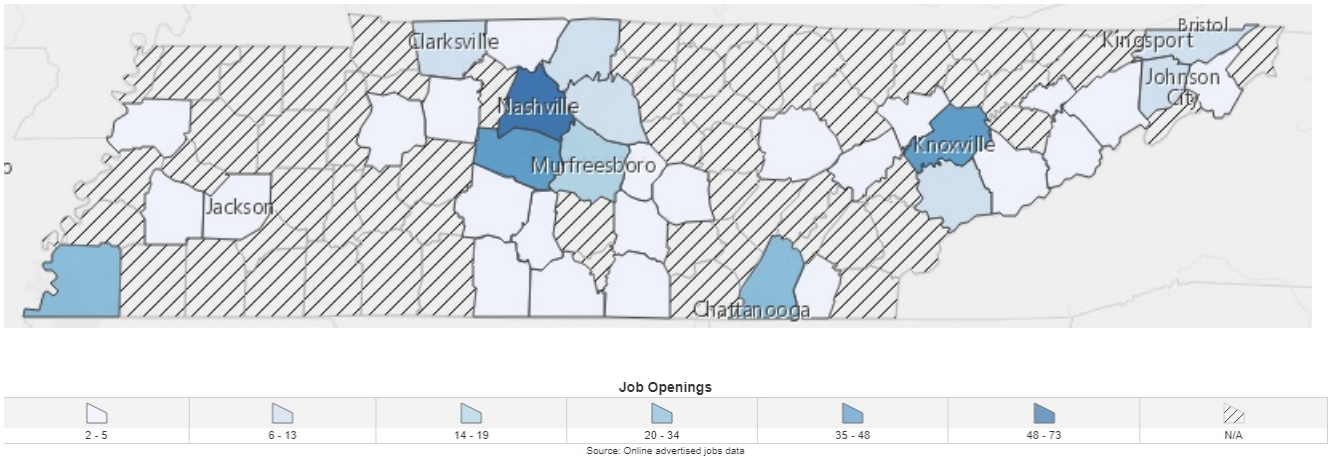
Job opportunities for office management related occupations are strongest in urban and surrounding areas in Tennessee. **Figure 2** reflects that more professionals in the area of office management are employed in Nashville, Memphis, Knoxville, and Chattanooga than in surrounding areas.¹⁷

¹⁶ Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2017). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/analyzer/results.aspx?session=occproj> (visited July 3, 2017).

¹⁷ Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2017). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/analyzer/results.aspx?session=occproj> (visited July 3, 2017).

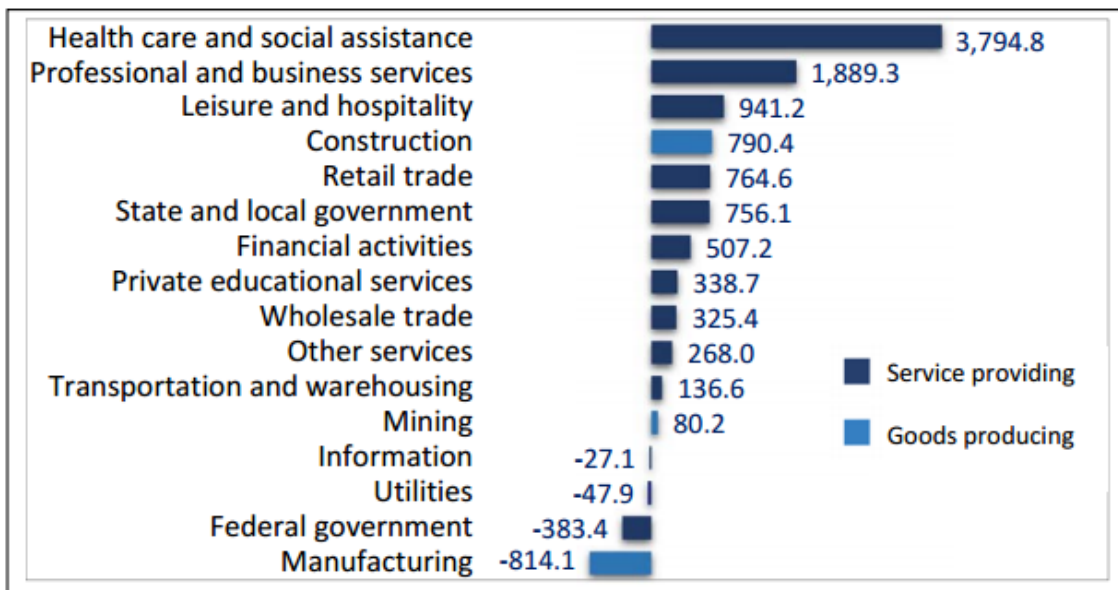


Figure 2. Office Administration job openings for June 2017



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. ¹⁸

Figure 3. Employment change by industry sector



¹⁸ Bureau of Labor Statistics. http://www.bls.gov/emp/ep_handout.pdf



Current Secondary Landscape

In the 2015-2016 school year, 34,307 students were enrolled in a course within the Office Management POS as indicated in **Figure 4**.¹⁹ The enrollment decreased in Computer Applications by 1,251 students between the two years. Enrollment in the Business Communications and Business Management courses increased from the 2014-2015 to the 2015-2016 school year by 811 and 1,575, respectively. **Figure 5** shows an increase in the number of schools offering the Office Management program of study over the past three years.²⁰ While the number of programs offered has increased slightly, the number of students enrolling in the Office Management POS has declined. The changes in these enrollment numbers could be due to the replication of course sequencing, particularly Levels 2 and 3, in other programs of study.

Figure 4. Student Enrollment 2015-16

Computer Applications	Business Communications	Business Management	Advanced Computer Applications Dual Enrollment
24659	4224	3701	1723

Figure 5. Open Enrollment Figures

Office Management	2014-15 Open Enrollment Selections	2015-2016 Open Enrollment Selections	2016-2017 Open Enrollment Selections
	138	166	173

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 and opportunities for upward mobility 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% for potential employees with credentials from an institution of postsecondary learning.²¹ **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, and Public Administration.

¹⁹ Tennessee Department of Education. (2017). *Student Enrollment Data*. Based on author’s calculation of student enrollment data.

²⁰ Tennessee Department of Education. (2017). *Open Enrollment Figures*. Based on author’s analysis of open enrollment figures.

²¹ 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. Office Management Postsecondary Pathways

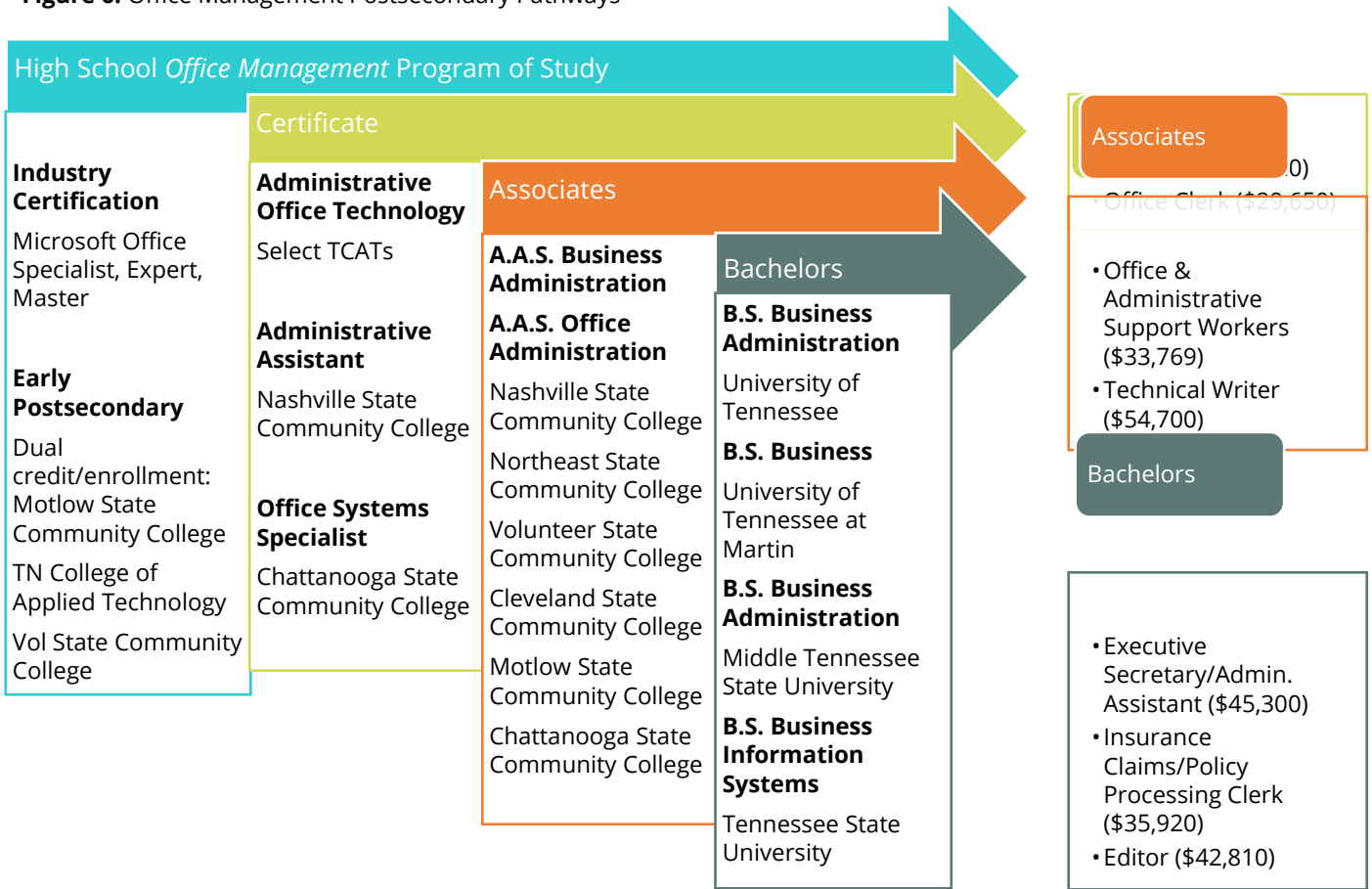
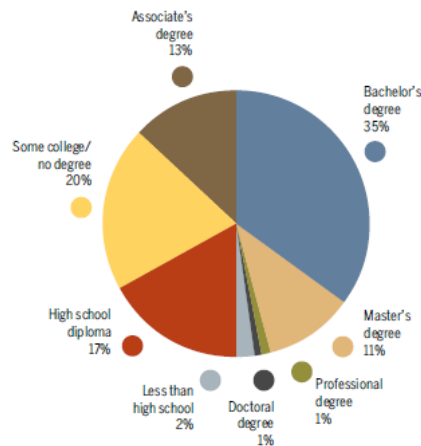


Figure 7. Educational requirements for jobs (nationally) in Office Management in 2018





Recommendations

The continued strength and projected growth of 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. It is recommended at this time is to continue to place importance on students taking advantage of the MOS Industry Certification so they are marketable immediately after high school regardless of their future educational plans.

Additionally, through numerous conversations with teachers, there is evident concern that students are not receiving adequate training on computer skills due to the removal of Computer Applications from all programs of study except Office Management. Despite this concern, there has been a decline in the number of students enrolled in the Office Management POS. Therefore, a focused effort on improving recruiting approaches will be incorporated in all PD sessions and newsletter submissions. Additionally, standards specifically focused on spreadsheet manipulation should be added to Business Communications and Accounting I in order for more students, even outside the Office Management POS, to gain access to the development of this essential industry skill. It is further recommended that teachers receive instructional strategy training on how to incorporate document processing into courses that do not have specific standards related to that skill.

Proposed 2018-19 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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United States Department of Labor, Bureau of Labor Statistics. (2017). *Employment by detailed occupation*. Retrieved from http://www.bls.gov/emp/ep_table_102.htm

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Health Services Administration

2017-18 Program of Study	Level 1	Level 2	Level 3	Level 4
Health Services Administration	Introduction to Business & Marketing (5905) -or- Health Science Education (5998)	Health Information Technology (5997)	Business Management (5889) -or- Dual Enrollment Health Services Administration (4084)	Health Services Administration Practicum (6188) -or- Dual Enrollment Health Services Administration (4084)

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 rate than other occupations through 2024.²² United States jobs related to business operations in healthcare are expected to increase at a rate of 8.3% 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.²³ In addition, the Tennessee Department of Labor and Workforce Development includes Medical Secretaries

²² O*Net Online on the Internet at <https://www.onetonline.org/find/industry?i=62&g=Go> (visited July 3, 2017).

²³ Bureau of Labor Statistics, U. S. Department of Labor, on the internet at http://www.bls.gov/emp/ep_table_102.htm (visited July 3, 2017).



and several other careers in the healthcare industry among the *Hot Careers to 2022*.²⁴ Jobs within the Business Management and Administration cluster, under which Health Services Administration falls, will comprise the largest percentage of jobs in Tennessee through 2020. This cluster, with the combination of business and healthcare and social assistance, will account for six of the top ten fastest growing job markets in Tennessee by 2024.²⁵ **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 – 2024.²⁶

Occupation	Average Annual Openings, 2014 – 2024	Total % Change, 2014 – 2024	Annual Median Wage, 2016	Level of Education	Minimum Work Experience Required
Claims Adjusters, Examiners, and Investigators	140	9.00%	\$62,540	Bachelor's Degree	2 – 5 years
Emergency Management Directors	5	9.40%	\$72,000	Bachelor's Degree	4 – 6 years
Insurance Claims Clerks	110	13.90%	\$35,920	High School Diploma	1 – 2 years
Medical and Health Services Managers	410	30.70%	\$82,820	Bachelor's Degree	2 – 5 years
Medical Assistants	735	33.00%	\$29,500	Post Secondary Certificate	1 – 2 years
Medical Records and Health Information Technicians	225	29.00%	\$34,820	High School Diploma	1 – 2 years
Medical Secretaries	315	37.00%	\$29,500	Some College Courses	1 – 2 years
Medical Transcriptionists	120	28.30%	\$32,550	Post Secondary Certificate	1 – 2 years

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. However, of all the programs of study in the Business Management and Administration career

²⁴ Tennessee Department of Labor and Workforce Development on the internet at <https://www.tn.gov/workforce/topic/occupations-in-demand> (visited June 30, 2017).

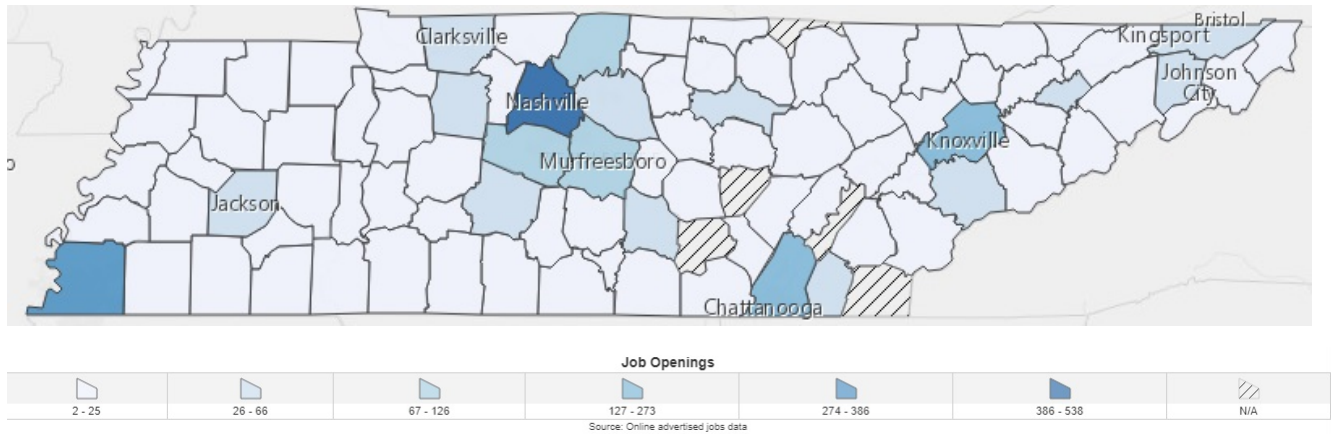
²⁵ Georgetown University Center on Education and the Workforce. (2013). *Recovery: Job growth and education requirements through 2020*. Washington DC: Carnevale, A. P., et al.

²⁶ Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2017). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/analyzer/results.aspx?session=occpj> (visited July 3, 2017).



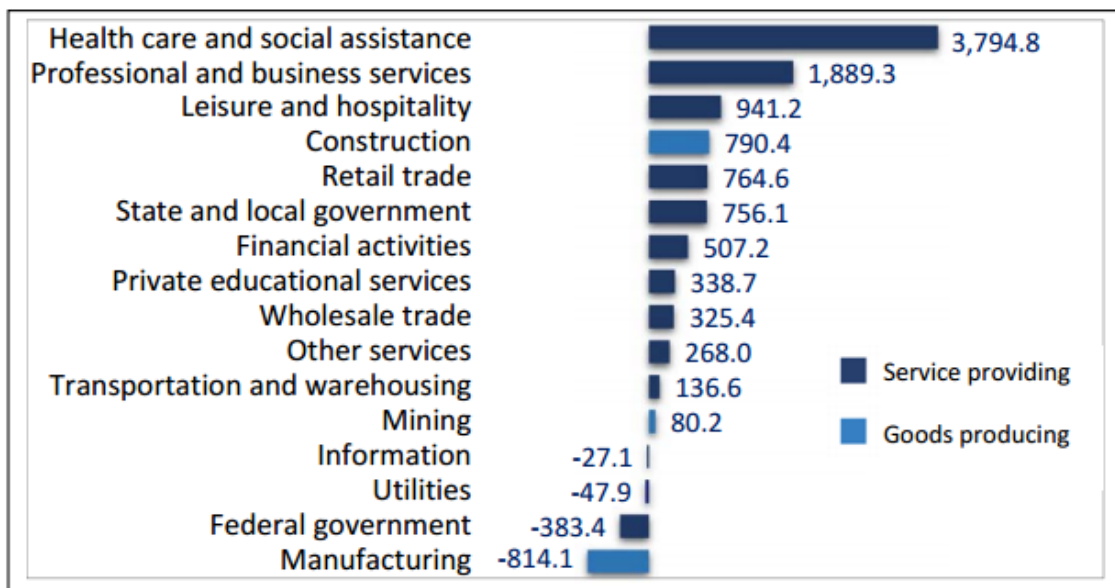
cluster, the job opportunity distribution is more equal throughout the state of Tennessee for the Health Services Administration POS.²⁷

Figure 2. Health Services Administration job openings for June 2017



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 3.²⁸

Figure 3. Employment change by industry sector



²⁷ Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2017). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/analyzer/results.aspx?session=ocproj> (visited July 3, 2017).

²⁸ Bureau of Labor Statistics. http://www.bls.gov/emp/ep_handout.pdf



Current Secondary Landscape

In the 2015-2016 school year, 26,731 students were enrolled in a course within the Health Services Administration POS as indicated in **Figure 4**.²⁹ This is a 16% increase representing 7,208 additional students. 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 seven programs of study, the number of students enrolled in health services administration-related courses for 2015-2016 increased significantly by an enrollment of 1,129 students as compared to 2014-2015. **Figure 5** shows the number of schools in 2016-2017, that chose the Health Services Administration POS nearly doubled from the previous year as reflected by an analysis of open enrollment from both years. ³⁰

Figure 4. Student Enrollment 2015-16

Introduction to Business & Marketing	Health Science Education	Health Information Technology	Business Management	Health Services Administration Practicum -and/or- Dual Enrollment
8239	14673	118	3701	0

Figure 5. Open Enrollment Figures

Health Services Administration	2015-2016 Open Enrollment Selections	2016-2017 Open Enrollment Selections
	17	32

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. **Figure 7** reflects that one quarter of occupations in the career cluster of Health Sciences and more than one third of the occupations in Business Management and Administration will require at least a Bachelor’s degree by 2018. 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% for potential employees with credentials from an institution of postsecondary learning.³¹ Several postsecondary institutions in Tennessee offer degree programs in the business side of healthcare, among them: Healthcare Management, Healthcare Administration, and Healthcare Administration and Planning.

²⁹ Tennessee Department of Education. (2017). *Student Enrollment Data*. Based on author’s calculation of student enrollment data.

³⁰ Tennessee Department of Education. (2017). *Open Enrollment Figures*. Based on author’s analysis of open enrollment figures.

³¹ 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

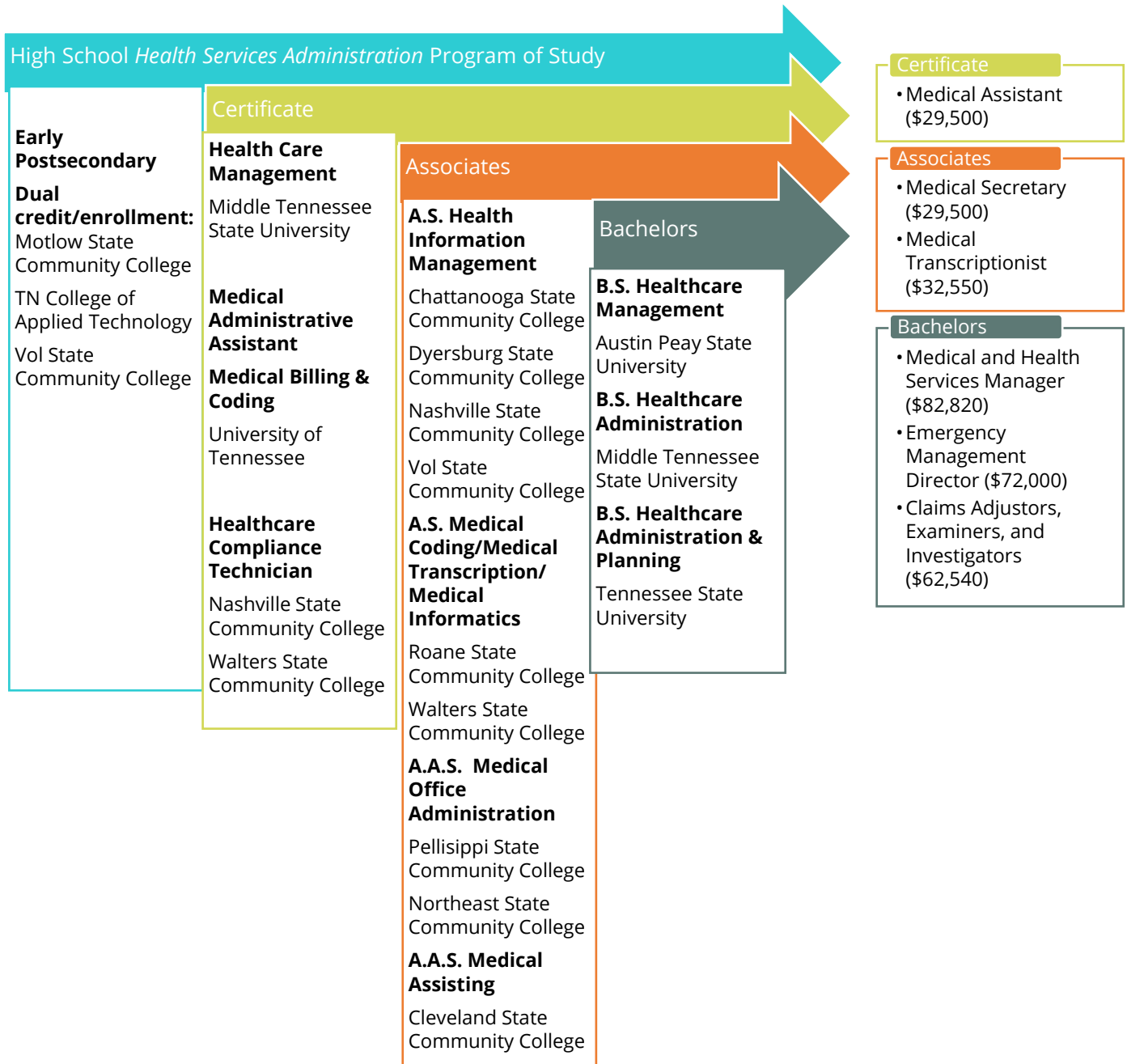
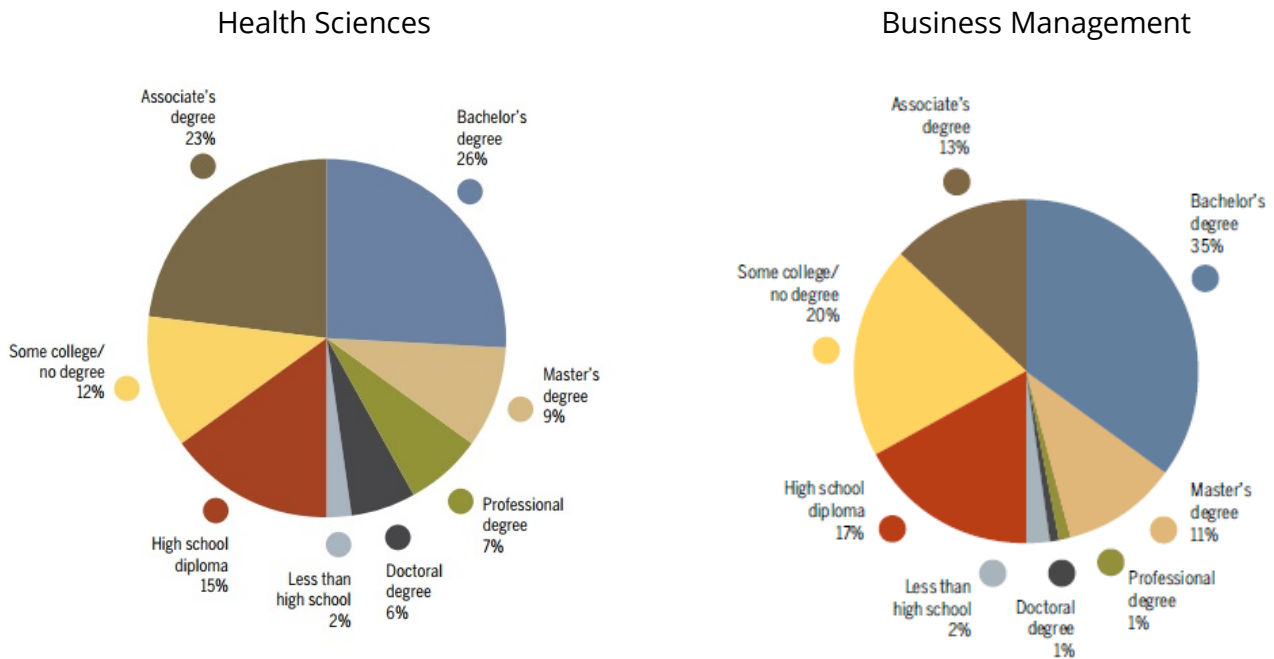


Figure 7. Educational requirements for jobs (nationally) in Health Sciences and Business Management in 2018



Recommendations

The noteworthy continued strength and projected growth of businesses providing healthcare services in Tennessee will provide significant career opportunities in this field. Many of these occupations are regionally concentrated and require a high school diploma with additional advanced training and/or a postsecondary certificate or degree. A closer look at marketing this program of study in a better way to students through counselors, health science teachers, and business teachers is suggested. Beyond that, business teachers need access to training on the standards and instructional strategies related to the Health Services Administration POS.

Proposed 2018-19 Program of Study	Level 1	Level 2	Level 3	Level 4
Health Services Administration	Introduction to Business & Marketing (5905) -or- Health Science (5998)	Health Information Technology (5997)	Business Management (5889) -or- Dual Enrollment Health Services Administration (4084)	Health Services Administration Practicum (6188) -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 (6186) -or- Dual Enrollment Human Resources Management (6190)	Human Resources Management Practicum (6187) -or- Dual Enrollment Human Resources Management (6190)

Description

The Human Resources 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 and managing employees. 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 human resources or training specialist, labor relations specialist, compensation and benefits specialist, or many other careers in human resources 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

Human Resources careers incorporate skills in planning, organizing, directing, and evaluating the functions that are essential to efficient and productive employment processes and employee morale. Career opportunities in this field are available in every sector of the economy.³² United States jobs related to business are expected to increase at a rate of 8.4% 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. In addition, the Tennessee Department of Labor and Workforce Development includes Human Resources Specialists, and Training and Development Specialists among the

³² O*Net Online on the Internet at <https://www.onetonline.org/find/career?c=4&g=Go> (visited June 30, 2017).



Hot Careers to 2022.³³ **Figure 1** outlines career opportunities related to human resources and the education level and work experience required for each.

Figure 1. Tennessee employment projections for human resources and related occupations with openings projected 2014 – 2024.³⁴

Occupation	Average Annual Openings, 2014 – 2024	Total % Change, 2014 – 2024	Annual Median Wage, 2016	Level of Education	Minimum Work Experience Required
Human Resources Managers	120	26.50%	\$82,690	Bachelor's Degree	4 – 6 years
Human Resources Specialists	250	19.80%	\$49,930	Bachelor's Degree	1 – 2 years
Labor Relations Specialists	15	2.40%	\$51,130	Bachelor's Degree	2 – 5 years
Compensation and Benefits Managers	50	17.10%	\$56,860	Bachelor's Degree	4 – 6 years
Compensation and Benefits Specialists	105	9.90%	\$78,590	Bachelor's Degree	1 – 2 years
Training and Development Specialists	195	22.60%	\$52,650	Bachelor's Degree	2 – 4 years

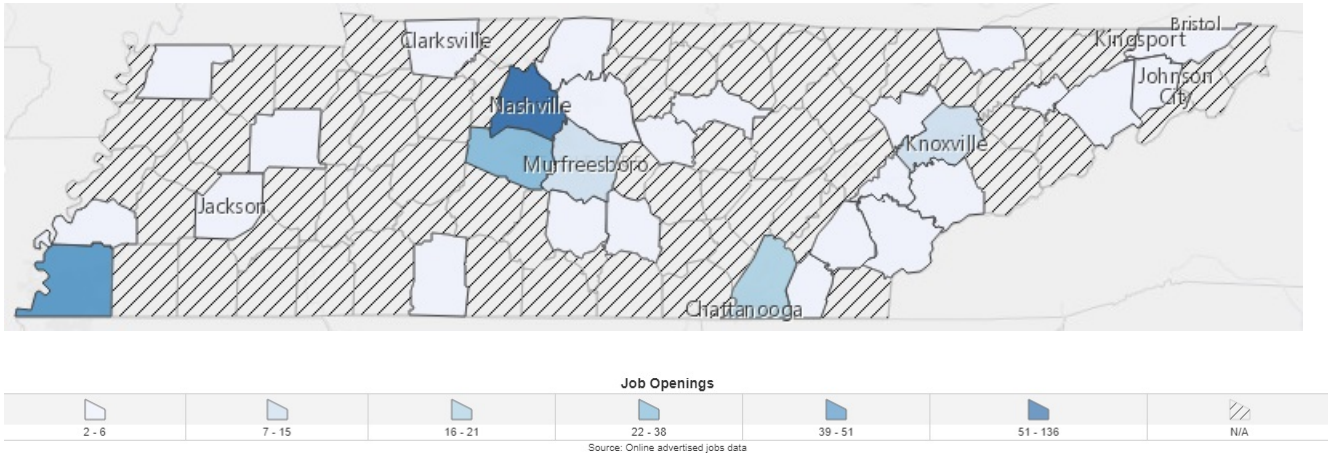
Job opportunities for human resources management related occupations are strongest in urban and surrounding areas in Tennessee. **Figure 2** reflects that more professionals in the area of human resources management are employed in Nashville, Memphis, and Chattanooga than in surrounding areas.³⁵

³³ Bureau of Labor Statistics, U. S. Department of Labor, on the internet at http://www.bls.gov/emp/ep_table_102.htm (visited June 30, 2017).

³⁴ Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2017). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/analyzer/results.aspx?session=occproj> (visited July 10, 2017).

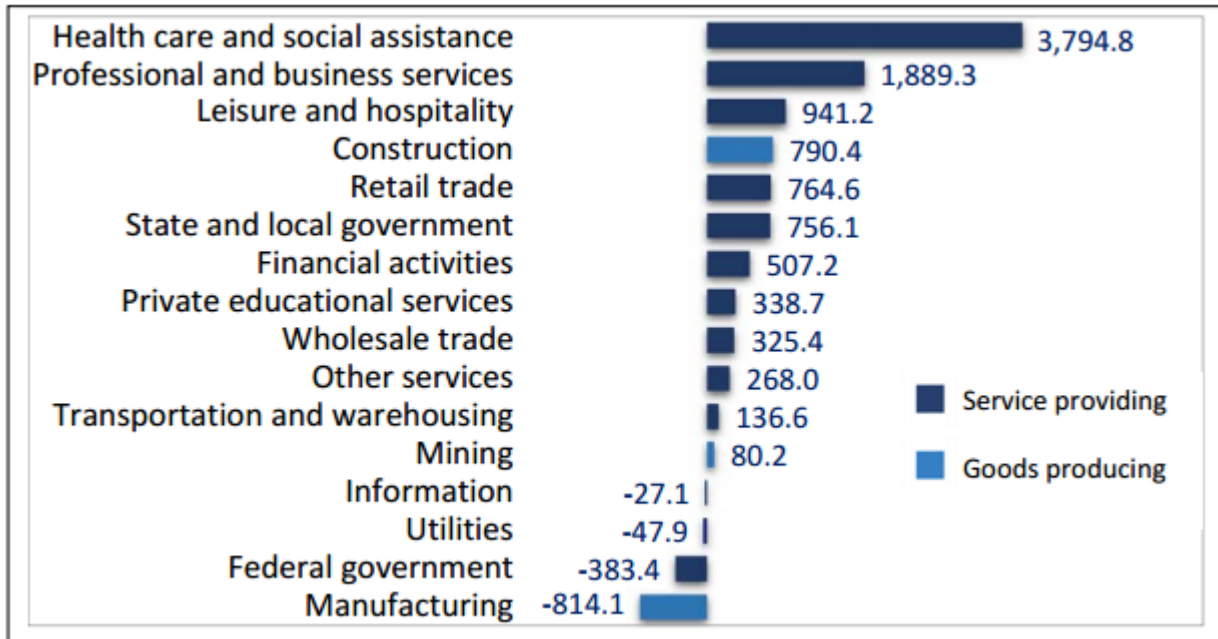
³⁵ Tennessee Department of Labor and Workforce Development, Jobs4TN Online. (2017). Occupational Projections on the internet at <https://www.jobs4tn.gov/vosnet/analyzer/results.aspx?session=occproj> (visited July 10, 2017).

Figure 2. Human Resources job openings for June 2017



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 3.³⁶

Figure 3. Employment change by industry sector



³⁶ Bureau of Labor Statistics. http://www.bls.gov/emp/ep_handout.pdf



Current Secondary Landscape

Due to the limited tenure of this POS, there is no current enrollment data to analyze.

Postsecondary Opportunities

Upon completion of this POS, students will be prepared to further their training at technical schools and universities in the areas of human resource management, administrative office technology, business education, or business administration. **Figure 4** outlines the related career opportunities and the training necessary for each. Whereas some occupations require a high school diploma, the vast majority of occupations in the area of human resources require a bachelor's degree. The Business Management and Administration cluster, of which Human Resource Management is a component, will require substantial postsecondary education in 2018, and will grow by 13% for potential employees with credentials from an institution of postsecondary learning.³⁷ **Figure 5** 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 human resources and business degree programs in many areas, among them: Business Administration, Business Education, Business Information, Human Resources Management, Public Administration, and Management.

³⁷ 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.

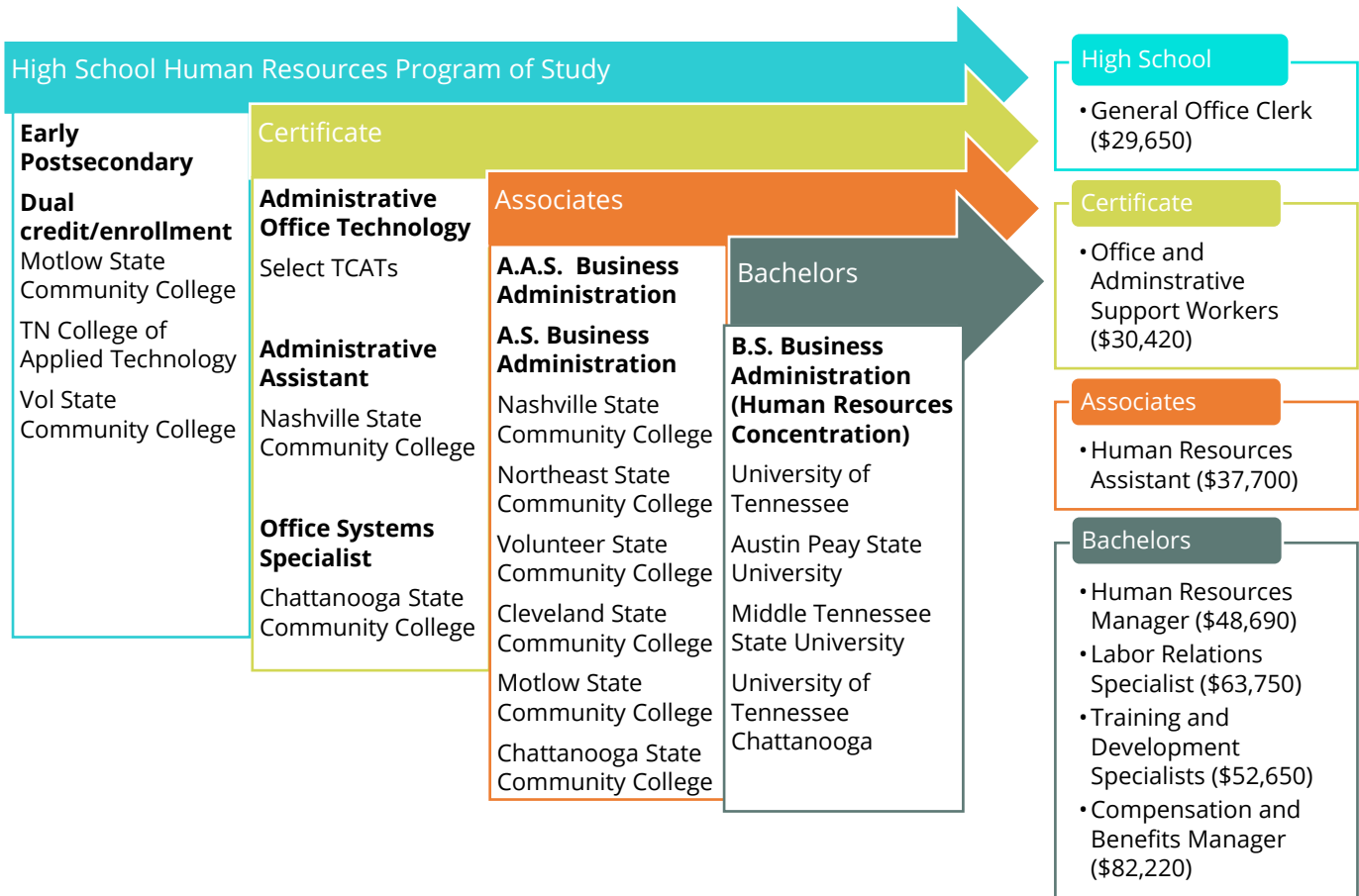
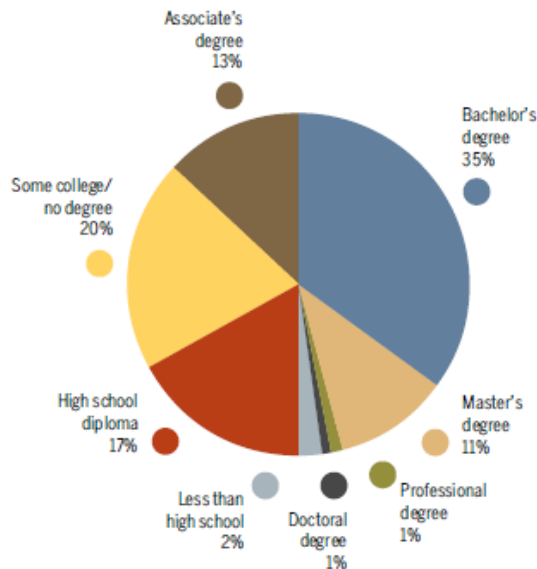


Figure 6. Educational requirements for jobs (nationally) in Business Management in 2018





Recommendations

Due to the limited tenure of this program of study, there are no recommendations related to courses or content standards at this time. However, it is important to focus on the training of teachers and the recruitment of students. Business teachers need access to training on the standards and instructional strategies related to the Human Resources Management POS. This along with a focused effort on improving recruiting approaches will be incorporated in all PD sessions and newsletter submissions.

Proposed 2018-19 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 (6186) -or- Dual Enrollment Human Resources Management (6190)	Human Resources Management Practicum (6187) -or- Dual Enrollment Human Resources Management (6190)



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