



# Business Management and Administration

## CAREER PATHWAYS

Problem solvers, strategists, people who are money-minded – they are all needed in professional and business services. Diverse and exciting professional jobs call for out-of-the-box ideas, whether you are a big picture thinker, or you like to fine-tune the details. There are a number of avenues you can pursue including a career in finance, operations and sales.



**Note:** In each potential pathway, the ability to transfer credits from one program level to the next is dependent on a variety of factors. Statewide articulation agreements may assist in these efforts but are not available for all potential career pathways. Ongoing guidance from academic career advisors and supervisors throughout your education and training pathway is recommended.

## FIRST

Requires on-the-job training, work experience, and/or a high school diploma.

JOB	AVG HOURLY RATE*
Office Clerk	\$13.63
Customer Service Representative	\$15.62
Information and Record Clerk	\$17.77
Payroll and Timekeeping Clerk	\$19.78
Medical Secretary and Administrative Assistant	\$15.24

## NEXT

Requires two years of education beyond high school or on-the-job experience.

JOB	AVG HOURLY RATE*
First Line Supervisor of Office and Administrative Workers	\$22.83
Executive Secretary and Executive Administrative Assistant	\$18.63
Human Resource Assistant	\$24.89
Loan Interviewer	\$18.81
Medical Administrative Assistant	\$15.24

## LATER

Requires four or more years of education beyond high school plus work experience.

JOB	AVG HOURLY RATE*
Administrative Services Manager	\$37.64
Loan Officer	\$31.77
Business Operations Specialist	\$24.41
Human Resource Manager	\$39.98

Salary Information Source: Florida Department of Economic Opportunity, Bureau of Labor Market Statistics. \*The final education requirement and wage rate is the decision of the hiring employer.

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## TRAINING PATHWAYS

### FIRST

Middle and high school career exploration or career academy programs

#### TRAINING PROGRAMS

#### INSTITUTION/SCHOOL

Administrative Office Specialist

Poplar Springs High School  
Ponce de Leon High School  
Bethlehem High School

### NEXT

Certifications, technical programs or two-year degree programs

#### TRAINING PROGRAMS

#### INSTITUTION/SCHOOL

Business Administration  
Help Desk Support Technician

Chipola College

Administrative Office Assistant  
Medical Administrative Specialist

Florida Panhandle Technical College

Accounting Operations  
Administrative Office Specialist  
Medical Administrative Specialist

Tom P. Haney Technical College

Business Management

Gulf Coast State College

### LATER

Bachelor's, master's or doctoral programs

#### TRAINING PROGRAMS

#### INSTITUTION/SCHOOL

Business/Management

Gulf Coast State College

Project Management

Embry-Riddle Aeronautical University

Business Administration/Accounting  
Business Administration/Management

Chipola College

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This program is supported in part through a multi-year grant from the Gulf Power Foundation to the Consortium of Florida Education Foundations.

For more information, please visit  
[HolmesCareerPathways.com](http://HolmesCareerPathways.com)

