

Business Program Guide

Sample Entry-Level Positions

Insurance Claims Processing Clerks	\$43,202
Payroll and Timekeeping Clerks	\$43,264
Legal Secretaries	\$42,723

Data source for the above information: Georgia Department of Labor

Desired Aptitudes & Skills

- Communication
- Teamwork
- Problem-solving
- Leadership
- Multitasking
- Commercial awareness

MCSO Business Management & Administration Programs

Business and Technology: A strong foundation of business concepts, integrated with technology skills used in business, will prepare workers for every occupation. Emphasis is placed on developing proficient fundamental computer skills and learning the essentials for working in a business environment and managing and owning a business. Professional communication skills, problem-solving, ethical and legal issues, and the impact of effective presentation skills are also taught. The student will be prepared to earn a Microsoft Office Specialist certification for Word, Excel, and PowerPoint upon the completion of the pathway. *(Carver, Hardaway, Jordan, Kendrick, Shaw, Spencer)*



For more information, contact your school counselor, CTAE Supervisor, or visit the Muscogee County CTAE website by scanning the QR code on this document.



Non-discrimination statement

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