

# BUSINESS MANAGEMENT

*Industry Insights, Jobs & More!*

## UPCOMING EVENTS

🌐 Webinar:

Sep 17, 2025 10:00 AM

Real Estate – The Unlimited  
Earning Potential of a Real  
Estate Career (and How to  
Tap Into It)



## Welcome to

This week's newsletter from NJCU Adult and Continuing Education! If you're ready to excel in the world of business management, this update is filled with career-boosting courses, industry insights, and tips to help you reach your professional goals.

## Business Management Industry Insights

The business world in 2025 is evolving at record speed, shaped by artificial intelligence, automation, and global connectivity. Organizations are increasingly seeking leaders who can bridge technology and strategy; leveraging data, streamlining operations, and guiding teams through digital transformation. This growth has opened new opportunities in areas such as Project Management, Human Resources, Finance, and Entrepreneurship. Professionals who adapt quickly, foster innovation, and use AI-driven insights to improve decision-making will be at the forefront of shaping the next era of business success.



# FEATURED COURSES IN BUSINESS MANAGEMENT



## **LIVE: 75 Hour Real Estate Sales Person's License Course:**

Real Estate Agents help people buy property, sell property, or rent property. Agents talk with clients to find out what kind of property they want and what they are willing to sell or pay, and any specific amenities they are seeking.

## **Office Manager (Voucher Included)**

Focuses on executive-level administrative duties, coordination, scheduling, and record management. By course completion, you will have an in-depth understanding of Microsoft Office, QuickBooks Online, and business management techniques.

**LEARN MORE** 

## **Certified Administrative Professional with Microsoft Office Specialist (MOS) Expert (Vouchers Included)**

Train for a career as an administrative assistant and learn the Microsoft Office suite. Includes workplace administration, organizational communication, and MS Office skills.

Not ready to commit to a full career training program? Start with a **6-Week Fundamentals** course and get a taste of the business world!

*(Please note: Fundamental courses do not include credentials.)*



# CAREERS IN BUSINESS MANAGEMENT



## Career Opportunities

- [Entry-Level Financial Representative – Remote, US](#)
- [Entry-Level Financial Representative – Jersey City, NJ](#)
- [Entry Level Business Management Trainee – New York, NY](#)

## Career Tips

- Embrace Continuous Learning – Stay ahead by pursuing certifications in areas like project management, data analytics, or leadership to remain competitive in a fast-changing market.
- Leverage Digital Platforms – Master tools such as Microsoft Power BI, Slack, and Trello to streamline workflows, enhance team collaboration, and improve productivity.
- Expand Your Network – Engage with professional associations like the American Management Association or SHRM to gain insights, mentorship, and career opportunities.

*PLEASE NOTE: While we strive to connect our students with potential job openings, please note that we cannot guarantee employment. Job availability may vary, and some listings may expire based on the hiring timelines of individual companies.*



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