



# Business Administration in BUSINESS MANAGEMENT Career Pathway

<Name of Region>  
2020-2021



**EXPLORE:** Click on the links to find the job titles that seem most interesting to you to learn more! Save any jobs you are interested in from this career pathway in your XELLO account so that you can create an Academic and Career Plan (ACP) later on.

<b>Educational Level</b> May also require work experience	<b>Administrative Services</b>	<b>Management</b>
High School Diploma, Certification	<p> <a href="#">Receptionists</a> ○  <a href="#">Office Assistant</a> ○  <a href="#">Administrative Assistant</a> ○                      First Line Supervisors in:                     <ul style="list-style-type: none"> <li>• <a href="#">Administrative Support Services Workers</a></li> </ul> </p> <p>Range \$xxx,xxx-xxx,xxx</p>	<p> <a href="#">Customs Broker</a>  <a href="#">Gaming Supervisor</a>  <a href="#">Entrepreneur</a> * ○                      First Line Supervisor in:                     <ul style="list-style-type: none"> <li>• <a href="#">Construction</a></li> <li>• <a href="#">Culinary</a></li> <li>• <a href="#">Housekeeping &amp; Janitorial</a></li> <li>• <a href="#">Landscaping</a></li> <li>• <a href="#">Non-Retail Sales Workers</a></li> <li>• <a href="#">Production &amp; Operating Workers</a></li> <li>• <a href="#">Retail Sales</a></li> </ul> </p> <p>Range \$xxx,xxx-xxx,xxx</p>
Certification or Technical Diploma	<p> <a href="#">Customer Service Representative</a> * ○  <a href="#">Technical Writer</a> ○                      Range \$xxx,xxx-xxx,xxx                 </p>	<p> <a href="#">Business Operations Specialist</a>                      Range \$xxx,xxx-xxx,xxx                 </p>
Associate Degree	<p> <a href="#">Executive Administrative Assistant</a>  <a href="#">Administrative Services Manager</a>  <a href="#">Document Management Specialist</a>  <a href="#">Paralegal &amp; Legal Assistant</a> ○                      Range \$xxx,xxx-xxx,xxx                 </p>	<p> <a href="#">Business Analyst/Project Manager</a> *  <a href="#">Credit Manager</a>  <a href="#">Operations Manager</a> *  <a href="#">Account Executive</a>                      Range \$xxx,xxx-xxx,xxx                 </p>
Bachelor Degree and beyond	<p> <a href="#">Executive Director</a> *  <a href="#">General Manager</a> *  <a href="#">Training and Development Specialist</a> * ○  <a href="#">Office/Administrative Services Manager</a> ○  <a href="#">Human Resource Manager</a> *  <a href="#">Compensation and Benefits Manager</a> *  <a href="#">Logistics Manager</a> *                      Range \$xxx,xxx-xxx,xxx                 </p>	
Postsecondary Options	Click <a href="#">HERE</a> for Administration Support Postsecondary Options	Click <a href="#">HERE</a> for Management Postsecondary Options

\* **BRIGHT OUTLOOK** = these jobs are expected to grow in the future – which means more opportunities for you!  
 ○ **XELLO** = you can learn more and save this job in your Xello account (note: some job titles might look a little different in Xello)



# Business Administration in BUSINESS MANAGEMENT Career Pathway In High School



A career pathway in high school must include:

- A sequence of courses (including at least 2 CTE courses)
- Two of the following components: *Career and Technical Student Organization, Work-based Learning, Industry Recognized Credential, College Credit Opportunity*

## CAREER EXPLORATION PROGRAMS

Statewide:  
You can find the [list of career exploration programs](#) associated with this pathway and develop a program list specific to your region or school.

### Career and Technical Education Courses

Must include a sequence of at least TWO Career and Technical Education courses. Should align with Education Building Blocks for the pathway:

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### Additional Employer Recommended Courses

Should align with Education Building Blocks for this pathway:

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### Career and Technical Student Organization

- [Wisconsin DECA Student Organization](#)
- [Wisconsin Future Business Leaders of America \(FBLA\) Student Organization](#)

### Work-Based Learning Program Options

- [Employability Skills](#) (90 hrs)
- State Skill Standards Co-Op- [Business, Finance and Marketing](#) (480 hrs/1 year)
- Youth Apprenticeship- [Finance](#) & [Marketing](#) (450 hrs/year; 1-2 years)
- Local Work-based Learning Programs that meet [state quality requirements](#)

### Administrative Support

### Business Management

### Industry Recognized Credential Options

Learn the skills that employers want to see!

*Italics = must be 18 years old to obtain*

\*[This certification is eligible for reimbursement through the technical incentive grant](#)

[IC3](#) (Internet Core Competency Certification)\*  
Microsoft Office Specialist (MOS)\* & Microsoft Technology Associate (MTA)\* [Microsoft](#) or [Certiport](#)  
[A\\*S\\*K](#) - ANY Business or Marketing Certificate  
Entrepreneurship and Small Business Certification ([Certiport](#))

[Certified Front Desk Representative \(CFDR\)](#)  
[Fundamental Payroll Certification](#)  
[Lean Six Sigma Certification \(Yellow Belt\)](#)  
[Professional in Human Resources \(aPHR\)](#)  
[Southwest Airlines Professional Communications Certification](#)

[Certified Meeting Professional \(CMP\)](#)  
[Certified in Logistics, Transportation and Distribution \(CLTD\)](#)  
Project Management Institute Certifications:  

- [Certified Associate in Project Management \(CAPM\)](#)
- [Project Management Professional \(PMP\)](#)

### College Credit Opportunities

You can find the list of college credit opportunities included in the postsecondary options for this pathway [HERE](#).