



Business Administration in FINANCE 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.

Educational Level May also require work experience	Accounting & Business Finance	Securities/Investments & Banking Services	Insurance
High School Diploma, Certification	Tax Preparer Statement Representative Accounts Payable/Receivable Associate Bookkeeper ○ Bill and Account Collector ○ Range \$xxx,xxx-xxx,xxx	Bank Teller * ○ New Accounts Representative * Loan Processor * Range \$xxx,xxx-xxx,xxx	Insurance Claim Representative Range \$xxx,xxx-xxx,xxx
Certification or Technical Diploma	Inventory Control Associate Payroll Associate Range \$xxx,xxx-xxx,xxx	Loan Counselor Financial Planning Assistant Range \$xxx,xxx-xxx,xxx	Customer Service/Account Management * Claims Assistant/Adjuster Underwriting Assistant Insurance Sales Range \$xxx,xxx-xxx,xxx
Registered Apprenticeship	Financial Services Professional Range \$xxx,xxx-xxx,xxx		
Associate Degree	Accounting Specialist Budget Analyst Contract Specialist Financial Analyst * Range \$xxx,xxx-xxx,xxx	Account Manager * ○ Personal Banker Loan Officer ○ Financing Specialist Range \$xxx,xxx-xxx,xxx	Real Estate Assessor Financial Service Representative Insurance Agent ○ Insurance Underwriter ○ Range \$xxx,xxx-xxx,xxx
Bachelor Degree and beyond	Accountant * ○ Auditor ○ Financial Manager * ○ Forensic Accountant ○ Range \$xxx,xxx-xxx,xxx	Bank Manager * ○ Investment Banker ○ Mortgage Broker ○ Research Analyst (Financial) ○ Money Manager ○ Stock Trader ○ Range \$xxx,xxx-xxx,xxx	Actuary ○ Personal Financial Advisor Risk Management Specialist Insurance Claims Adjusters ○ Range \$xxx,xxx-xxx,xxx
Postsecondary Options	Click HERE for Accounting & Finance Postsecondary Options	Click HERE for Investment & Banking Postsecondary Options	Click HERE for Insurance 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 FINANCE 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 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: <ul style="list-style-type: none"> • • 		CAREER EXPLORATION PROGRAMS			
Additional Employer Recommended Courses	Should align with Education Building Blocks for this pathway: <ul style="list-style-type: none"> • 		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 Student Organization	<ul style="list-style-type: none"> • Wisconsin DECA Student Organization • Wisconsin Future Business Leaders of America (FBLA) Student Organization 					
Work-Based Learning Program Options	<ul style="list-style-type: none"> • 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 					
	Accounting & Business Finance	Securities/Investments & Banking Services		Insurance		
Industry Recognized Credential Options Learn the skills that employers want to see! <i>Italics = must be 18 years old to obtain</i> <u>*This certification is eligible for reimbursement through the technical incentive grant</u>	<p style="text-align: center;"> 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) </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;"> Quickbooks Certified User* National Bookkeepers Association Tax Certification </td> <td style="width: 33%; padding: 5px;"> American Banking Association Certifications <ul style="list-style-type: none"> ○ Bank Teller* ○ Customer Service Representative* Certified Mortgage Servicer Certificate National Association of Mortgage Brokers (NAMB) General Mortgage Associate Professional Credit Associate </td> <td style="width: 33%; padding: 5px;"> Associate in Claims Associate in General Insurance Certified Medical Reimbursement Specialist </td> </tr> </table>			Quickbooks Certified User* National Bookkeepers Association Tax Certification	American Banking Association Certifications <ul style="list-style-type: none"> ○ Bank Teller* ○ Customer Service Representative* Certified Mortgage Servicer Certificate National Association of Mortgage Brokers (NAMB) General Mortgage Associate Professional Credit Associate	Associate in Claims Associate in General Insurance Certified Medical Reimbursement Specialist
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College Credit Opportunities	You can find the list of college credit opportunities included in the postsecondary options for this pathway HERE .					