



Business Administration in BUSINESS MANAGEMENT Career Pathway

NEW North
2022-2024



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	Administrative Services	Management
High School Diploma, Certification	<p>Receptionists ○ Office Assistant ○ Administrative Assistant ○ Client Services First Line Supervisors in:</p> <ul style="list-style-type: none"> • Administrative Support • Services Workers <p>Business Operations Specialist</p> <p>Range \$24,960-62,310</p>	<p>Customs Broker Gaming Supervisor Entrepreneur * ○ First Line Supervisor in:</p> <ul style="list-style-type: none"> • Construction • Culinary • Housekeeping & Janitorial • Landscaping • Non-Retail Sales Workers • Production & Operating Workers • Retail Sales <p>Range \$33,970-92,890</p>
Certification or Technical Diploma	<p>Customer Service Representative * ○ Technical Writer ○ Range \$34,815-88,450</p>	<p>Business Operations Analyst Payroll Associate Range \$26,330-105,970</p>
Associate Degree	<p>Executive Administrative Assistant Administrative Services Manager Document Management Specialist Paralegal & Legal Assistant ○ Program Coordinator Range \$43,990-126,810</p>	<p>Business Analyst/Project Manager * Credit Manager Human Resource Generalist Operations Manager * Account Executive Range \$53,710-178,040</p>
Bachelor Degree and beyond	<p>Executive Director/CEO/President * General Manager * Training and Development Specialist * ○ Office/Administrative Services Manager ○ Human Resource Manager * Compensation and Benefits Manager * Logistics Manager * Range \$47,670-182,590</p>	
Postsecondary Options	Click HERE for Administration Support Postsecondary Options	Click HERE 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 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"> • • • 	<p style="text-align: center;">CAREER EXPLORATION PROGRAMS</p> <p>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.</p> <ul style="list-style-type: none"> • Inspire WI • Job Shadow/Internship • Youth Apprenticeship • Any Customer Service Position 		
Additional Employer Recommended Courses	Should align with Education Building Blocks for this pathway: <ul style="list-style-type: none"> • Business, Accounting, and Law Classes • Public Speaking/Drama Class • Psychology • Personal Finance 			
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 			
	Administrative Support	Business Management		
Industry Recognized Credential Options Learn the skills that employers want to see! <i>Italics = must be 18 years old to obtain</i> <i>*This certification is eligible for reimbursement through the technical incentive grant</i>	<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="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Certified Front Desk Representative (CFDR) Fundamental Payroll Certification Lean Six Sigma Certification (Yellow Belt) Professional in Human Resources (aPHR) Southwest Airlines Professional Communications Certification </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> Certified Meeting Professional (CMP) Certified in Logistics, Transportation and Distribution (CLTD) Project Management Institute Certifications: <ul style="list-style-type: none"> ○ Certified Associate in Project Management (CAPM) ○ Project Management Professional (PMP) ○ SHRM </td> </tr> </table>		<ul style="list-style-type: none"> Certified Front Desk Representative (CFDR) Fundamental Payroll Certification Lean Six Sigma Certification (Yellow Belt) Professional in Human Resources (aPHR) Southwest Airlines Professional Communications Certification 	<ul style="list-style-type: none"> Certified Meeting Professional (CMP) Certified in Logistics, Transportation and Distribution (CLTD) Project Management Institute Certifications: <ul style="list-style-type: none"> ○ Certified Associate in Project Management (CAPM) ○ Project Management Professional (PMP) ○ SHRM
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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 .			