



# 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.

<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> <input type="radio"/>  <a href="#">Office Assistant</a> <input type="radio"/>  <a href="#">Administrative Assistant</a> <input type="radio"/>  <a href="#">Client Services</a>            First Line Supervisors in:           <ul style="list-style-type: none"> <li><a href="#">Administrative Support</a></li> <li><a href="#">Services Workers</a></li> </ul> <a href="#">Business Operations Specialist</a> </p> <p>Range \$24,960-62,310</p>	<p> <a href="#">Customs Broker</a>  <a href="#">Gaming Supervisor</a>  <a href="#">Entrepreneur</a> * <input type="radio"/>            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 \$33,970-92,890</p>
Certification or Technical Diploma	<p> <a href="#">Customer Service Representative</a> * <input type="radio"/>  <a href="#">Technical Writer</a> <input type="radio"/>            Range \$34,815-88,450         </p>	<p> <a href="#">Business Operations Analyst</a>  <a href="#">Payroll Associate</a>            Range \$26,330-105,970         </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> <input type="radio"/>  <a href="#">Program Coordinator</a>            Range \$43,990-126,810         </p>	<p> <a href="#">Business Analyst/Project Manager</a> *  <a href="#">Credit Manager</a>  <a href="#">Human Resource Generalist</a>  <a href="#">Operations Manager</a> *  <a href="#">Account Executive</a>            Range \$53,710-178,040         </p>
Bachelor Degree and beyond	<p> <a href="#">Executive Director/CEO/President</a> *  <a href="#">General Manager</a> *  <a href="#">Training and Development Specialist</a> * <input type="radio"/>  <a href="#">Office/Administrative Services Manager</a> <input type="radio"/>  <a href="#">Human Resource Manager</a> *  <a href="#">Compensation and Benefits Manager</a> *  <a href="#">Logistics Manager</a> *            Range \$47,670-182,590         </p>	
Postsecondary Options	Click <a href="#">HERE</a> for <b>Administration Support Postsecondary Options</b>	Click <a href="#">HERE</a> for Management <b>Postsecondary Options</b>

\* **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.

- [Inspire WI](#)
- [Job Shadow/Internship](#)
- [Youth Apprenticeship](#)
- [Any Customer Service Position](#)

### 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:

- 
- 
- 

### Additional Employer Recommended Courses

Should align with Education Building Blocks for this pathway:

- Business, Accounting, and Law Classes
- Public Speaking/Drama Class
- Psychology
- Personal Finance

### 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 \(PMP\)](#)
- [SHRM](#)

### College Credit Opportunities

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

# Business Administration in BUSINESS MANAGEMENT Career Pathway at <Name of High School>

**Your Academic and Career Plan (ACP) for this career pathway starts here...**



Add your district logo here!

Use this page to figure out which classes and activities you will take to prepare for this career pathway. Record your plan in XELLO.

<b>Career and Technical Education Courses</b>	<ul style="list-style-type: none"> <li>• CTE Course #1</li> <li>• CTE Course #2</li> <li>• CTE Course #3</li> <li>• CTE Course #4</li> </ul>	Start creating your professional network through <b>CAREER EXPLORATION PROGRAMS</b> . Record your experiences in XELLO.				
<b>Other Recommended Courses</b>	<ul style="list-style-type: none"> <li>• Course #1</li> <li>• Course #2</li> <li>• Course #3</li> </ul>	<u>State:</u> <ul style="list-style-type: none"> <li>• Program Name/link #1</li> <li>• Program Name/link #2</li> </ul>				
<b>Career and Technical Student Organization</b>	<ul style="list-style-type: none"> <li>• Name of CTSO</li> </ul>	<u>Regional:</u> <ul style="list-style-type: none"> <li>• Program Name/link #1</li> <li>• Program Name/link #2</li> </ul>				
<b>Work-Based Learning Options</b>	<ul style="list-style-type: none"> <li>• WBL Option #1</li> <li>• WBL Option #2</li> </ul>	<u>Local:</u> <ul style="list-style-type: none"> <li>• Program Name/link #1</li> <li>• Program Name/link #2</li> </ul>				
<b>Industry Recognized Credential Options</b>  <i>Italics = must be 18 years old to obtain</i>	<p style="text-align: center;"><b>Administrative Support</b></p>	<p style="text-align: center;"><b>Business Management</b></p>				
IRC Name/link #1 IRC Name/link #2						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">                     IRC Name/link #1                      IRC Name/link #2                      IRC Name/link #1                      IRC Name/link #2                 </td> <td style="width: 50%; padding: 5px;">                     IRC Name/link #1                      IRC Name/link #2                      IRC Name/link #1                      IRC Name/link #2                 </td> </tr> </table>			IRC Name/link #1 IRC Name/link #2 IRC Name/link #1 IRC Name/link #2	IRC Name/link #1 IRC Name/link #2 IRC Name/link #1 IRC Name/link #2		
IRC Name/link #1 IRC Name/link #2 IRC Name/link #1 IRC Name/link #2	IRC Name/link #1 IRC Name/link #2 IRC Name/link #1 IRC Name/link #2					
<b>College Credit Opportunities</b>  You can find the list of college credit opportunities included in the postsecondary options for this pathway <a href="#">HERE</a> .	<b>College Courses Offered at Your High School</b>					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <b>Transcripted Credit</b> <ul style="list-style-type: none"> <li>• Name of HS Course #1, IHE granting credit</li> <li>• Name of HS Course #2, IHE granting credit</li> </ul> </td> <td style="width: 50%; padding: 5px;"> <b>AP and/or IB Courses</b> <table style="width: 100%;"> <tr> <td style="width: 50%;">                             Name of AP/IB Course #1                              - Score, College, Course                              - Score, College, Course                              - Score, College, Course                         </td> <td style="width: 50%;">                             Name of AP/IB Course #2                              - Score, College, Course                              - Score, College, Course                              - Score, College, Course                         </td> </tr> </table> </td> </tr> </table>			<b>Transcripted Credit</b> <ul style="list-style-type: none"> <li>• Name of HS Course #1, IHE granting credit</li> <li>• Name of HS Course #2, IHE granting credit</li> </ul>	<b>AP and/or IB Courses</b> <table style="width: 100%;"> <tr> <td style="width: 50%;">                             Name of AP/IB Course #1                              - Score, College, Course                              - Score, College, Course                              - Score, College, Course                         </td> <td style="width: 50%;">                             Name of AP/IB Course #2                              - Score, College, Course                              - Score, College, Course                              - Score, College, Course                         </td> </tr> </table>	Name of AP/IB Course #1 - Score, College, Course - Score, College, Course - Score, College, Course	Name of AP/IB Course #2 - Score, College, Course - Score, College, Course - Score, College, Course
<b>Transcripted Credit</b> <ul style="list-style-type: none"> <li>• Name of HS Course #1, IHE granting credit</li> <li>• Name of HS Course #2, IHE granting credit</li> </ul>	<b>AP and/or IB Courses</b> <table style="width: 100%;"> <tr> <td style="width: 50%;">                             Name of AP/IB Course #1                              - Score, College, Course                              - Score, College, Course                              - Score, College, Course                         </td> <td style="width: 50%;">                             Name of AP/IB Course #2                              - Score, College, Course                              - Score, College, Course                              - Score, College, Course                         </td> </tr> </table>	Name of AP/IB Course #1 - Score, College, Course - Score, College, Course - Score, College, Course	Name of AP/IB Course #2 - Score, College, Course - Score, College, Course - Score, College, Course			
Name of AP/IB Course #1 - Score, College, Course - Score, College, Course - Score, College, Course	Name of AP/IB Course #2 - Score, College, Course - Score, College, Course - Score, College, Course					
<b>College Courses You Can Take at a College Campus</b>						
Application Deadlines: October 1st: Spring Courses      February 1st: Summer Courses (ECCP only)      March 1st: Fall Courses						
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;"> <b>Start College Now</b> <ul style="list-style-type: none"> <li>• Name of College #1, College Course #1</li> <li>• Name of College #1, College Course #2</li> <li>• Name of College #2, College Course #1</li> <li>• Name of College #2, College Course #2</li> </ul> </td> <td style="width: 50%; padding: 5px;"> <b>Early College Credit Program</b> <table style="width: 100%;"> <tr> <td style="width: 50%;">                             - Name of College #1, College Course #1                              - Name of College #2, College Course #1                              - Name of College #3, College Course #1                              - Name of College #4, College Course #1                         </td> <td style="width: 50%;">                             - Name of College #1, College Course #2                              - Name of College #2, College Course #2                              - Name of College #3, College Course #2                              - Name of College #4, College Course #2                         </td> </tr> </table> </td> </tr> </table>			<b>Start College Now</b> <ul style="list-style-type: none"> <li>• Name of College #1, College Course #1</li> <li>• Name of College #1, College Course #2</li> <li>• Name of College #2, College Course #1</li> <li>• Name of College #2, College Course #2</li> </ul>	<b>Early College Credit Program</b> <table style="width: 100%;"> <tr> <td style="width: 50%;">                             - Name of College #1, College Course #1                              - Name of College #2, College Course #1                              - Name of College #3, College Course #1                              - Name of College #4, College Course #1                         </td> <td style="width: 50%;">                             - Name of College #1, College Course #2                              - Name of College #2, College Course #2                              - Name of College #3, College Course #2                              - Name of College #4, College Course #2                         </td> </tr> </table>	- Name of College #1, College Course #1 - Name of College #2, College Course #1 - Name of College #3, College Course #1 - Name of College #4, College Course #1	- Name of College #1, College Course #2 - Name of College #2, College Course #2 - Name of College #3, College Course #2 - Name of College #4, College Course #2
<b>Start College Now</b> <ul style="list-style-type: none"> <li>• Name of College #1, College Course #1</li> <li>• Name of College #1, College Course #2</li> <li>• Name of College #2, College Course #1</li> <li>• Name of College #2, College Course #2</li> </ul>	<b>Early College Credit Program</b> <table style="width: 100%;"> <tr> <td style="width: 50%;">                             - Name of College #1, College Course #1                              - Name of College #2, College Course #1                              - Name of College #3, College Course #1                              - Name of College #4, College Course #1                         </td> <td style="width: 50%;">                             - Name of College #1, College Course #2                              - Name of College #2, College Course #2                              - Name of College #3, College Course #2                              - Name of College #4, College Course #2                         </td> </tr> </table>	- Name of College #1, College Course #1 - Name of College #2, College Course #1 - Name of College #3, College Course #1 - Name of College #4, College Course #1	- Name of College #1, College Course #2 - Name of College #2, College Course #2 - Name of College #3, College Course #2 - Name of College #4, College Course #2			
- Name of College #1, College Course #1 - Name of College #2, College Course #1 - Name of College #3, College Course #1 - Name of College #4, College Course #1	- Name of College #1, College Course #2 - Name of College #2, College Course #2 - Name of College #3, College Course #2 - Name of College #4, College Course #2					