



Business Administration in FINANCE 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 | 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 ○ (Operations Technician/General Clerical/Administrative Support) Range \$25,250-64,050 | Bank Teller * ○ New Accounts Representative * Loan Processor * Range \$26,510-51,680 | Customer Service/Account Management * Insurance Claim Representative Range \$29,480-64,460 |
| Certification or Technical Diploma | Inventory Control Associate Payroll Associate Operations Technician Range \$26,210-49,810 | Retail Loan Officer Financial Planning Assistant Assessor/Appraisers Range \$34,520-149,650 | Customer Service Representative Claims Assistant/Adjuster (Claim Representative) Underwriting Assistant (Processor) Insurance Sales Range \$29,990-87,500 |
| Registered Apprenticeship | Financial Services Professional Range \$70,830-208,000 | | |
| Associate Degree | Accounting Specialist Budget Analyst Contract Specialist Financial Analyst * Range \$41,710-114,250 | Account Manager * ○ Credit Analysis Personal Banker Loan Officer ○ Financing Specialist Range \$42,490-117,130 | Real Estate Assessor Financial Service Representative Insurance Agent ○ Insurance Underwriter ○ Range \$37,330-143,120 |
| Bachelor Degree and beyond | Accountant * ○ Auditor ○ Financial Manager * ○ Forensic Accountant ○ Range \$46,990-144,120 | Bank Manager * ○ Investment Banker ○ Mortgage Broker ○ Research Analyst (Financial) ○ Money Manager ○ Stock Trader ○ Range \$45,470-179,500 | Actuary ○ Personal Financial Advisor Risk Management Specialist Insurance Claims Adjusters ○ Business Analyst/Data Analytics Fraud Investigator Range \$50,210-166,800 |
| Postsecondary Options | Click HERE for Postsecondary Options | Click HERE for Postsecondary Options | Click HERE for 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 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. <ul style="list-style-type: none"> • Inspire WI • Job Shadow/Internship • Youth Apprenticeship • Wisconsin Bankers Association | | |
| 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 | | | | |
| | 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> * This certification is eligible for reimbursement through the technical incentive grant | <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;"> Quickbooks Certified User* National Bookkeepers Association Tax Certification </td> <td style="width: 50%; vertical-align: top;"> 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 Credit Union Development Educator </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 Credit Union Development Educator | Associate in Claims Associate in General Insurance Certified Medical Reimbursement Specialist CPCU BOLT Leadership Training Certified Financial Planners of America Chartered Financial Analyst |
| 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 Credit Union Development Educator | | | | |
| College Credit Opportunities | You can find the list of college credit opportunities included in the postsecondary options for this pathway HERE . | | | | |

Business Administration in FINANCE Career Pathway

at <Name of High School>

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

Add your district logo here!



| Career and Technical Education Courses | <ul style="list-style-type: none"> • CTE Course #1 • CTE Course #2 • CTE Course #3 • CTE Course #4 | Start creating your professional network through CAREER EXPLORATION PROGRAMS . Record your experiences in XELLO. | | | |
|---|---|---|--|--|---|
| Other Recommended Courses | <ul style="list-style-type: none"> • Course #1 • Course #2 • Course #3 | State: <ul style="list-style-type: none"> • Program Name/link #1 • Program Name/link #2 | | | |
| Career and Technical Student Organization | <ul style="list-style-type: none"> • Name of CTSO | Regional: <ul style="list-style-type: none"> • Program Name/link #1 • Program Name/link #2 | | | |
| Work-Based Learning Options | <ul style="list-style-type: none"> • WBL Option #1 • WBL Option #2 | Local: <ul style="list-style-type: none"> • Program Name/link #1 • Program Name/link #2 | | | |
| Industry Recognized Credential Options <i>Italics = must be 18 years old to obtain</i> | <table border="1"> <tr> <th data-bbox="299 578 850 656">Accounting & Business Finance</th> <th data-bbox="850 578 1420 656">Securities/Investments & Banking Services</th> <th data-bbox="1420 578 1906 656">Insurance</th> </tr> </table> | | Accounting & Business Finance | Securities/Investments & Banking Services | Insurance |
| | Accounting & Business Finance | Securities/Investments & Banking Services | Insurance | | |
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| 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 | | | |
| College Credit Opportunities You can find the list of college credit opportunities included in the postsecondary options for this pathway HERE . | College Courses Offered at Your High School | | | | |
| | Transcripted Credit <ul style="list-style-type: none"> • Name of HS Course #1, IHE granting credit • Name of HS Course #2, IHE granting credit | AP and/or IB Courses <table border="1"> <tr> <td data-bbox="850 921 1294 1078"> Name of AP/IB Course #1 - Score, College, Course - Score, College, Course - Score, College, Course </td> <td data-bbox="1294 921 1906 1078"> 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 |
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| | College Courses You Can Take at a College Campus Application Deadlines: October 1st: Spring Courses February 1st: Summer Courses (ECCP only) March 1st: Fall Courses | | | | |
| Start College Now <ul style="list-style-type: none"> • Name of College #1, College Course #1 • Name of College #1, College Course #2 • Name of College #2, College Course #1 • Name of College #2, College Course #2 | Early College Credit Program <table border="1"> <tr> <td data-bbox="850 1192 1294 1343"> - 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 data-bbox="1294 1192 1906 1343"> - 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 | |
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