



# Business Administration in BUSINESS MANAGEMENT Career Pathway

NEW North

Suring High School - 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> ○  <a href="#">Office Assistant</a> ○  <a href="#">Administrative Assistant</a> ○  <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> * ○                      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> * ○  <a href="#">Technical Writer</a> ○                      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> ○  <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> * ○  <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 \$47,670-182,590                 </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 at Suring 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.

<b>Career and Technical Education Courses</b>	Must include a sequence of at least TWO Career and Technical Education courses. Should align with <a href="#">Education Building Blocks</a> for the pathway: <ul style="list-style-type: none"> <li>• General Business</li> <li>• Business Law 1</li> <li>• Business Law 2</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>• Personal Finance</li> </ul>		Statewide: You can find the <a href="#">list of career exploration programs</a> associated with this pathway and develop a program list specific to your region or school.
<b>Career and Technical Student Organization</b>	<ul style="list-style-type: none"> <li>• <a href="#">FBLA</a></li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">Inspire WI</a></li> <li>• Job Shadow/Internship</li> <li>• <a href="#">Youth Apprenticeship</a></li> <li>• Any Customer Service Position</li> </ul> <b>Local:</b> <ul style="list-style-type: none"> <li>• Northwoods YA Employability Skills Event</li> </ul>
<b>Work-Based Learning Options</b>	<ul style="list-style-type: none"> <li>• <a href="#">Youth Apprenticeship</a> (450+ hours per year)</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>Microsoft Certification</p>	<p style="text-align: center;"><b>Business Management</b></p>	
<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>		
	<b>Transcripted Credit</b>	<b>AP and/or IB Courses</b>	
	<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		
	<b>Start College Now</b>	<b>Early College Credit Program</b>	