



Business Administration in BUSINESS MANAGEMENT Career Pathway

NEW North

Oconto Falls 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.

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: <ul style="list-style-type: none"> Administrative Support Services Workers Business Operations Specialist </p> <p>Range \$24,960-62,310</p>	<p> Customs Broker Gaming Supervisor Entrepreneur * ○ First Line Supervisor in: <ul style="list-style-type: none"> Construction Culinary Housekeeping & Janitorial Landscaping Non-Retail Sales Workers Production & Operating Workers Retail Sales </p> <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 at Oconto Falls 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.

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"> • Business Concepts • Marketing • Yearbook Production • Retail Management (22-23) 		Start creating your professional network through CAREER EXPLORATION PROGRAMS . Record your experiences in XELLO.
Other Recommended Courses	<ul style="list-style-type: none"> • Entrepreneurship • Career Success • Personal Finance • Computer Literacy 		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"> • FBLA 		<ul style="list-style-type: none"> • Inspire WI • Job Shadow/Internship • Youth Apprenticeship • Any Customer Service Position <u>Local:</u> <ul style="list-style-type: none"> • Northwoods YA Employability Skills Event
Work-Based Learning Options	<ul style="list-style-type: none"> • Youth Apprenticeship 		
Industry Recognized Credential Options <i>Italics = must be 18 years old to obtain</i>	<p style="text-align: center;">Administrative Support</p> IMOS (Microsoft Office Specialist) - Word MOS (Microsoft Office Specialist) - PowerPoint MOS (Microsoft Office Specialist) - Excel Quickbooks Certified User *	<p style="text-align: center;">Business Management</p>	
College Credit Opportunities You can find the list of college credit opportunities included in the postsecondary options for this pathway HERE .	<p style="text-align: center;">College Courses Offered at Your High School</p>		
<p>Transcripted Credit</p> <ul style="list-style-type: none"> • Marketing I 		<p>AP and/or IB Courses</p>	
<p style="text-align: center;">College Courses You Can Take at a College Campus</p> <p style="text-align: center;">Application Deadlines:</p> <p style="text-align: center;">October 1st: Spring Courses February 1st: Summer Courses (ECCP only) March 1st: Fall Courses</p>			
<p>Start College Now</p>		<p>Early College Credit Program</p>	