



Business Management & Administration Career Pathway

The Great Northwest 2021-202



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. Salary range reflects from no experience through 30+ years experience.

| Educational Level May also require work experience | Administrative Services | Management |
|--|---|---|
| High School Diploma, Certification | <p> Receptionists ○ Office Assistant ○ Administrative Assistant ○ First Line Supervisors in: <ul style="list-style-type: none"> • Administrative Support • Services Workers </p> <p>Range \$25,740-\$73,680</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 \$27,680-\$73,680</p> |
| Certification or Technical Diploma | <p> Customer Service Representative * ○ Technical Writer ○ Range \$26,370-\$48,410 </p> | <p> Business Operations Specialist Range \$30,330-\$91,800 </p> |
| Associate Degree | <p> Executive Administrative Assistant Administrative Services Manager Document Management Specialist Paralegal & Legal Assistant ○ Range \$34,670-\$66,390 </p> | <p> Business Analyst/Project Manager * Credit Manager Operations Manager * Account Executive Range \$37,890-\$102,980 </p> |
| Bachelor Degree and beyond | <p> Executive Director * General Manager * Training and Development Specialist * ○ Office/Administrative Services Manager ○ Human Resource Manager * Compensation and Benefits Manager * Logistics Manager * Range \$35,370-\$185,580 </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 Management & Administration Career Pathway at Gilmanton 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.

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|---|--|---|---|
| Career and Technical Education Courses | <ul style="list-style-type: none"> • Introduction to Business • Business and Personal Law • Communication Systems I • Communication Systems II | Start creating your professional network through CAREER EXPLORATION PROGRAMS . Record your experiences in XELLO. | |
| Other Recommended Courses | <ul style="list-style-type: none"> • Occupational Relations (CVTC) • Microsoft Office (CVTC) • Introduction to Accounting (CVTC) | State: <ul style="list-style-type: none"> • Wisconsin Education Fair Regional: <ul style="list-style-type: none"> • CVTC Career Tour #3 Local: <ul style="list-style-type: none"> • CESA 10 – CCR Business & Industry Tours • CESA 10 – CCR Career Pathway Business Panels • CESA 10 – CCR Job Shadows • CESA 10 – CCR Mock Interviews | |
| Career and Technical Student Organization | <ul style="list-style-type: none"> • Wisconsin Future Business Leaders of America (FBLA) Student Organization • FFA (with Mondovi) | | |
| Work-Based Learning Options | <ul style="list-style-type: none"> • Employability Skills (90 hrs) • Youth Apprenticeship- Finance & Marketing (450 hrs/year; 1-2 years) | | |
| Industry Recognized Credential Options <i>Italics = must be 18 years old to obtain</i> | <p style="text-align: center;">Accounting & Business Finance</p> | <p style="text-align: center;">Securities/Investments & Banking Services</p> | <p style="text-align: center;">Insurance</p> |
| 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) | | | |
| 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 | | |
| | <p>Transcripted Credit</p> <ul style="list-style-type: none"> • Microsoft Office (CVTC) • Introduction to Accounting (CVTC) • Occupational Relations (CVTC) • Personal Finance (CVTC) | <p>AP and/or IB Courses</p> <ul style="list-style-type: none"> • AP Calculus • CESA 10 Distance Learning Course Catalog - Several college course options for juniors and seniors; more information available from high school counselor | |
| | 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 | | |
| | <p>Start College Now Students have the option of taking courses in person at several WI Technical Colleges if desired. See high school counselor for more information.</p> | <p>Early College Credit Program Students have the option of taking courses in person at several UW's if desired. See high school counselor for more information.</p> | |