



# Business Administration in BUSINESS MANAGEMENT Career Pathway

## Great Northwest 2021-2022



**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.

<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> ○            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> </p> <p>Range \$25,740-\$73,680</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 \$27,680-\$73,680</p>
Certification or Technical Diploma	<p> <a href="#">Customer Service Representative</a> * ○  <a href="#">Technical Writer</a> ○            Range \$26,370-\$48,410         </p>	<p> <a href="#">Business Operations Specialist</a>            Range \$30,330-\$91,800         </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> ○            Range \$34,670-\$66,390         </p>	<p> <a href="#">Business Analyst/Project Manager</a> *  <a href="#">Credit Manager</a>  <a href="#">Operations Manager</a> *  <a href="#">Account Executive</a>            Range \$37,890-\$102,980         </p>
Bachelor Degree and beyond	<p> <a href="#">Executive Director</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 \$35,370-\$185,580         </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 Mellen 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*



<b>Career and Technical Education Courses</b>	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"> <li>• <b>Intro to Business</b></li> <li>• <b>Financial Accounting</b></li> <li>• <b>Business Management &amp; Leadership</b></li> </ul>	<b>CAREER EXPLORATION PROGRAMS</b>  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>Additional Employer Recommended Courses</b>	Should align with Education Building Blocks for this pathway: <ul style="list-style-type: none"> <li>• <b>Personal Finance &amp; Consumer Economics</b></li> </ul>	
<b>Career and Technical Student Organization</b>	<ul style="list-style-type: none"> <li>• <b>FBLA</b></li> </ul>	
<b>Work-Based Learning Program Options</b>	<b>Youth Apprenticeship Marketing</b>	
	<b>Administrative Support</b>	
<b>Industry Recognized Credential Options</b> Learn the skills that employers want to see!  <i>Italics = must be 18 years old to obtain</i>  <a href="#">*This certification is eligible for reimbursement through the technical incentive grant</a>	<b>Soft Skills Pro (Essential Skills Certificate) From American Hospitality Academy</b>	
<b>College Credit Opportunities</b>	<ul style="list-style-type: none"> <li>• <b>Financial Accounting 4 NTC credits</b></li> <li>• <b>Business Law 3 NTC Credit</b></li> </ul>	