



Business Administration Career Pathway
M7 Region
2024-2027



| Educational Level (May require work experience and educational levels may vary by employer) | Finance (IAC Code 52.03) | Management (IAC Code 52.99) | Marketing (IAC Code 52.14) |
|---|---|---|---|
| Any Educational Level | Entrepreneur | | |
| High School Diploma, Certificate | Collections Specialist ● Financial Services Representative ● Loan Processor ● Accounting Assistant ● Bank Teller * ● Title Examiners, Abstractors, & Searchers ● Customer Service Representative * ● Insurance Claims & Policy Processing Clerks * ● | Receptionist * ● First Line Supervisors * ● Customs Broker ● Gaming Supervisor ● Data entry specialist ● Customer Service Representative * ● | Retail Salesperson * ● Inside Sales * ● Online Merchant ● Brand Ambassador ● Marketing Research Assistant ● Entry Level Writer/Editor ● Customer Service Representative * ● |
| Certification or Technical Diploma | Payroll Specialist ● Loan Counselor * ● Financial Planning Assistant ● Claims Assistant/Adjuster * ● Bookkeeper * ● Insurance Sales ● Real Estate Assessor/Appraiser ● | Office Assistant * ● Technical Writer ● Business Operations Specialist ● Human Resources - Recruiter ● | Sales Representative * ● Real Estate Sales Agent ● Visual Merchandiser ● Social Media Specialist ● Search Engine Optimization Specialist ● Marketing Internship ● |
| Registered Apprenticeship | Financial Services Professional | | |
| Associate Degree | Contract Specialist ● Financial Analyst * ● Account Manager ● Insurance Agent * ● Insurance Underwriter ● Loan Underwriter ● Mortgage Broker ● Fraud and Loss Specialist/ Investigator ● Revenue Agent ● | Administrative Professional * ● Executive Administrative Assistant * ● Administrative Services Manager ● Office Manager ● Paralegal & Legal Assistant ● Business Analyst/Project Manager ● Credit Manager ● Operations Manager * ● Account Executive ● Information Systems Specialist ● Human Resources - Talent Acquisition ● | Customer Service Manager ● Event Planner ● Marketing Coordinator ● Fundraiser ● Public Relations Specialist ● Social Media Manager ● Project Management Specialist ● Communications Specialist ● Assistant Product Manager ● |
| Bachelor Degree and beyond | Accountant / Auditor * ● Loan Officer ● Financial Manager * ● Forensic Accountant ● Financial Research Analyst ● Investment Portfolio Manager ● Investment Trader ● Actuary ● Personal Financial Advisor / Counselor ● Risk Management Specialist ● Business Systems Analyst ● Business/Marketing Instructor: UW-Stout & UW-Whitewater ● | Executive Director ● General Manager * ● Training and Development Specialist ● Office/Administrative Services Manager ● Human Resource Manager ● Compensation and Benefits Manager ● Logistics Manager ● Non-Profit Management ● Supply Chain Management ● Procurement Agent ● Project Manager * ● Management Analyst * ● Business/Marketing Instructor: UW-Stout & UW-Whitewater ● | Sales Manager ● Purchasing Manager ● Product/Brand Manager ● Public Relations Manager * ● Marketing Analyst * ● Marketing Strategist ● Development Director ● Project/Marketing Manager ● Business/Marketing Instructor: UW-Stout & UW-Whitewater ● |
| Postsecondary Options | Click HERE for Postsecondary Options | | |
| * BRIGHT OUTLOOK = these jobs are expected to grow in the future ● XELLO = you can learn more and save this job in Xello (note: some job titles might look a little different in Xello) | | | |



**Business Administration Career Pathway
At Hamilton 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*

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| Career and Technical Education Courses (Business and Information Technology Standards, Marketing, Management, and Entrepreneurship Standards) | General business administration exploration (IAC Code is determined by school taking into consideration teacher certification, student ACP plans, etc.) | | |
| | <ul style="list-style-type: none"> • Keyboarding • DE Business Document Production | | |
| | Finance Specific (IAC Code 52.03) | Management Specific (IAC Code 52.99) | Marketing Specific (IAC Code 52.14) |
| <ul style="list-style-type: none"> • DE Accounting I • DE Accounting II | <ul style="list-style-type: none"> • DE Start Your Own Business Now • DE Business Document Production • Business Law | <ul style="list-style-type: none"> • DE Start Your Own Business Now • DE Marketing Techniques • Young Executive Marketing | |
| Other Recommended Courses (Wisconsin Career Readiness Standards) | | | |
| Career and Technical Student Organization | <ul style="list-style-type: none"> • DECA | | |
| Work-Based Learning Options | <ul style="list-style-type: none"> • Youth Apprenticeship (450 hours and 1 high school or 3 college related instruction credits /year, 1-2 years): <ul style="list-style-type: none"> • Local Work Based Learning Program that meet state quality requirements | | |
| Industry Recognized Credential Options | Finance | Management | Marketing |
| | | | |
| College Credit Opportunities (You can find the list of college credit opportunities HERE . Identify the school and then click "college credit opportunities") | College Courses Offered at Your High School | | |
| | Transcribed College Credit Opportunities: <ul style="list-style-type: none"> • DE Accounting I, MATC • DE Accounting II, MATC • DE Start Your Own Business Now, MATC • DE Marketing Techniques, MATC • DE Business Document Production, MATC | AP and/or IB Courses – several colleges and universities offer credit for the courses below. The examples below are for UW-Milwaukee. AP English Language & Composition - Score 3; UWM; 3 credits free elective - Score 4; UWM; 3 credits ENGLISH 101 - Score 5; UWM; 3 credits ENGLISH 102 AP English Literature & Composition - Score 3; UWM; 3 credits free elective - Score 4; UWM; 3 credits ENGLISH 101 - Score 5; UWM; 3 credits ENGLISH 102 AP Statistics - Score 3; UWM; 3 credits MTHSTAT 215 - Score 4-5; UWM; 3 credits MTHSTAT 215 (counts as BUS ADM 210 for Business majors w/additional instruction provided by the Lubar School) AP Calculus AB - Score 3; UWM; 4 credits MATH 211 (satisfies general education math requirement) - Score 4-5; UWM; 4 credits MATH 231 (satisfied general education math requirement) AP Capstone Research - Score 3-5; UWM; 3 credits free elective (students may appeal through their advising unit for GER credit based on material covered) AP Biology - Score 3; UWM; 3 credits BIO SCI 102 - Score 4-5; UWM; 3 credits BIO SCI 150 AP Environmental Science - Score 3-5; UWM; 3 credits CES 210 | |

- AP US History
 - Score 3; UWM; 3 credits HIST elective/Soc Sci GER
 - Score 4-5; UWM; 6 credits HIST 151 & 152
- AP Psychology
 - Score 3-5; UWM; 3 credits PSYCH 101
- AP World History
- AP Human Geography
 - Score 3; UWM; 3 credits free elective
 - Score 4-5; UWM; 3 credits GEOG 110
- AP Art History
 - Score 3; UWM; 3 credits free elective
 - Score 4-5; UWM; 6 credits ARTHIST 101 & 102
- AP Spanish Language
 - Score 3; UWM; 3 credits SPANISH 204
 - Score 4; UWM; 3 credits SPANISH 318/319
 - Score 5; UWM; 6 credits SPANISH 308 & 318/319
- AP Studio Art-Design
 - Score 3; UWM; 3 credits ART elective/Art GER
 - Score 4; UWM; 3 credits ART elective (portfolio review required for possible course equivalencies (ART 101, 108, or 109)
 - Score 5; UWM; 3 credits ART 108

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

- [MATC. ACCTG111-Accounting I \(4 credits\)](#)
- [MATC. BADM106-MS Office for Business Applications \(3 credits\)](#)
- [MATC. FIN110-Principles of Banking \(3 credits\)](#)
- [MATC. MKTG104-Selling Principles \(3 credits\)](#)
- [MATC. FIN120-Intro to Money, Banking & Financial Markets \(3 credits\)](#)
- [MATC. BADM134-Business. Organization & Management \(3 credits\)](#)
- [MATC. RBUS102-Mathematics of Business \(3 credits\)](#)
- [MATC. ECON195-Economics \(3 credit\)](#)
- [MATC. FIN170-Credit Management \(3 credits\)](#)
- [MATC. HRMGT198-Business Ethics \(3 credits\)](#)
- [MATC. FIN180-Financial Statement Analysis \(3 credits\)](#)

Early College Credit Program

- [UWM. ECON 100. Introductory Economics](#)
- [UWM. ECON 103 Principles of Microeconomics](#)
- [UWM. ECON 104 Principles of Macroeconomics](#)
- [UWM. ECON 110. Economics of Personal Finance](#)