



Sault Area Public Schools
A Great Place to Learn



BUSINESS, MANAGEMENT AND
ADMINISTRATION

PATHWAY

ACADEMIC AND CAREER PLANNING

Pathway to Success



Business, Management and Administration

A career in Business, Management, and Administration offers the opportunity to drive organizational success and shape the future of businesses across industries. With a variety of career paths, from strategic planning and operations to human resources and project management, this field combines leadership, problem-solving, and a focus on improving efficiency and productivity to help organizations thrive.

Career Options

Explore and discover potential career options in the fields related to Business, Management and Administration.

Degree, Certification, and Training Options

Explore the degrees, certifications and training options that are available to help you be successful in the fields related to Business, Management and Administration.

Course/CTE Options

Explore the course and program options that are available to students while still in high school to help them prepare for a career in Business, Management and Administration.

Resume Builders

Explore the possible experiences that will help build a strong resume.

Career Options Business, Management and Administration

A career in Business, Management, and Administration offers the opportunity to lead and manage projects that drive growth and innovation. With diverse paths in strategy, operations, human resources, and project management, this field blends leadership, analytical skills, and a focus on efficiency to help organizations succeed and adapt to future challenges.

01 Jobs That Require On-The-Job Training

- Administrative Assistant
 - Customer Service Representative
 - Sales Associate
 - Receptionist
 - Executive Assistant
 - Payroll Assistant
 - Accounts Payable/Receivable Clerk
 - Retail Manager
 - Training Coordinator
 - Event Assistant
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02 Jobs that Require a Certification

- Project Manager
 - Certified Administrative Professional
 - Marketing Specialist
 - Human Resource Specialist
 - Business Analyst
 - Financial Analyst
 - Real Estate Agent
 - Health Care Administrator
 - Certified Risk Manager
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03 Jobs That Require A Degree

- Financial Analyst
- Marketing Director
- Operations Manager
- Project Management Director
- Public Relations Director
- Event Management Director
- Risk Analyst
- Executive Director
- IT Director
- Supply Chain Manager



Finding On-The-Job Training

Business, Management and Administration



On-the-job training is a great way to start a career in Business, Management, and Administration, offering the chance to develop essential skills while gaining practical, real-world experience. This hands-on training is often tailored to the specific role, helping you build the knowledge needed from day one. Many employers in this field, including corporations, small businesses, and nonprofit organizations, provide on-the-job training opportunities. To find these positions, check local job listings, visit company websites, or reach out to industry associations that can connect you with employers offering training programs.

Resources

Michigan Works

Michigan Works has resources that can help locate available jobs and aide in your necessary training.

1118 East Easterday Avenue

Sault Ste. Marie, MI 49783

Phone: (906) 635-1752

Fax: (906) 635-0115

Michigan Relay Center 711

Monday through Friday: 8-5 EST

Indeed

Indeed is a great tool to search for available jobs in your area.

Business, Management and Administration

Obtaining a Certificate

Certificate Programs

Gogebic Community College

[Accounting - Certificate](#)

[Entrepreneur - Certificate](#)

[General Business - Certificate](#)

Lake Superior State University

[Business Entrepreneurship - Certificate](#)

[Business Fundamentals - Certificate](#)

[E- Marketing - Certificate](#)

[International Business - Certificate](#)

Certificate programs in Business, Management, and Administration provide focused training that can be completed in a few months to a year. These programs equip you with essential skills and credentials that can enhance your career prospects. You can find certificate programs at community colleges, technical schools, and through online platforms. Many industry organizations also offer certifications in areas such as project management, business strategy, and leadership. To explore your options, check with local educational institutions, online learning providers, or professional associations related to your area of interest.

Business, Management and Administration

Obtaining a Degree

Associate Degrees

Gogebic Community College

[Applied Management](#)

[Business Administration](#)

Bay Mills Community College

[Business Administration](#)

[Office Administration](#)

Lake Superior State University

[Small Business Administration](#)

Degree programs in Business, Management, and Administration offer comprehensive knowledge and training, typically taking four to six years to complete. These programs cover a wide range of topics, from organizational leadership to strategic planning, and can open doors to advanced career opportunities. You can find degree programs at universities, colleges, and specialized institutions, both on-campus and online. Many schools offer bachelor's and master's degrees in fields like business administration, management, finance, and marketing. To explore your options, visit university websites, consult with academic advisors, or research programs through professional organizations in the business sector.

Business, Management and Administration

Obtaining a Degree

Bachelor Degrees

Lake Superior State University

[Accounting](#)

[Entrepreneurship](#)

[International Business](#)

[Management](#)

[Marketing](#)

[Cannabis Business](#)

Central Michigan University

[Accounting](#)

[Business Administration](#)

[Economics](#)

[Finance](#)

[Law & Economics](#)

[Marketing](#)

[Organizational Leadership](#)

Bay Mills Community College

[Business Administration](#)

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Courses/CTE Options

Business, Management and Construction

Plan your schedule with your future goals in mind by exploring common courses, AP courses, CTE programs, and opportunities to earn college credit while still in high school.



Sault High Courses

- AMPED Algebra 1
- Career Readiness
- Computer Science
- Honors English
- Honors Math
- World Language



AP Courses

- AP Language
- AP Computer Science



CTE Programs

- Business Administration
- Digital Business
- Personal Finance



Dual/Concurrent Enrollment

- Related options can be talked about with your Counselor or visits the information page [**HERE**](#).

See Sault High School Full [**Course Offerings**](#).

Resume Builders

Job Shadow Experiences

Students who engage in job shadow experiences show proven interest in their future and dedication to their success. If you have questions about job shadowing or want help finding an opportunity contact the MTSS Coordinator.

Intern/Externships

Internships and externships provide valuable opportunities for high school students to gain real-world experience, develop new skills, and explore potential career paths. These experiences can significantly benefit students, both professionally and personally.

Leadership Positions

Holding Leadership Positions shows dedication and passion by the student. It also can be a look into the students hobbies.

Student Organizations

Joining Student Organizations shows a balance in priorities. Please see the Sault Ste Marie **Student Organizations** to find an organization to join!

Volunteer Experiences

Volunteering is a great way to get experience and explore post-secondary options.
