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**Educational Pathways to Business**

Careers in this pathway are related to the business environment. These include entrepreneur, sales, marketing, computer/information systems, finance, accounting, human resources, economics, and management.

If you enjoy being a leader, organizing people, planning activities, working with numbers, and talking to people a career in business may be right for you.

Suggestion: try using this federal job site to research jobs:
[https://www.careeronestop.org/ExploreCareers/explore-careers.aspx](https://www.careeronestop.org/ExploreCareers/explore-careers.aspx)
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**Sources**
**Marketing Managers**

**Description: what do they do?**

Plan, direct, or coordinate marketing policies and programs, such as determining the demand for products and services offered by a firm and its competitors, and identify potential customers. Develop pricing strategies with the goal of maximizing the firm's profits or share of the market while ensuring the firm's customers are satisfied. Oversee product development or monitor trends that indicate the need for new products and services.

**Also known as:**
Account Supervisor, Brand Manager, Marketing Coordinator, Commercial Lines Manager, Business Development Director, Product Manager, Marketing Director, Market Development Executive, Business Development Manager

**Education and experience: to get started**

People starting in this career usually have:

- Bachelor's degree
- 5 years or more work experience
- No on-the-job training

Programs that can prepare you:

- Pharmaceutical Marketing and Management
- Marketing/Marketing Management, General
- Marketing Research
- International Marketing
- Marketing, Other

**Salary Range** (Michigan Wage Range)
$71,950-$205,200

**Activities: what you might do in a day**

- Develop marketing plans or strategies.
- Evaluate program effectiveness.
- Direct sales, marketing, or customer service activities.
- Estimate cost or material requirements.
- Analyze data to inform operational decisions or activities.

**Knowledge**

People in this career often know a lot about:

- **Sales and Marketing** - Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Communications and Media** - Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
Secretaries and Administrative Assistants, Except Legal, Medical, and Executive

Description: what do they do?

Perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, or providing information to callers.

Also known as:
Administrative Support Assistant (ASA), Administrative Specialist (Admin Specialist), Staff Assistant, Administrative Secretary (Admin Secretary), Administrative Clerk, Office Assistant, Administrative Assistant (Admin Assistant), Department Secretary, Administrative Technician

Education and experience: to get started

People starting in this career usually have:

- High school diploma or equivalent
- No work experience
- Less than 1 month on-the-job training

Programs that can prepare you:

- Executive Assistant/Executive Secretary
- Administrative Assistant and Secretarial Science, General

Salary Range (Michigan Wage Range)
$25,000-$54,440

Activities: what you might do in a day

- Answer telephones to direct calls or provide information.
- Discuss account status or activity with customers or patrons.
- Refer customers to appropriate personnel.
- Greet customers, patrons, or visitors.
- Operate computers or computerized equipment.
- Enter information into databases or software programs.
- Execute sales or other financial transactions.

Knowledge

People in this career often know a lot about:

- Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
• **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
• **Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
**Bookkeeping, Accounting, and Auditing Clerks**

**Description: what do they do?**

Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

**Also known as:**
Account Clerk, Accounting Assistant, Accounting Associate, Accounting Clerk, Accounting Specialist, Accounting Technician, Accounts Payable Clerk, Accounts Payable Specialist, Accounts Payables Clerk, Accounts Receivable Clerk

**Education and experience: to get started**

People starting in this career usually have:

- Some college, no degree
- No work experience
- 1 to 12 months on-the-job training

Programs that can prepare you:

- Accounting Technology/Technician and Bookkeeping

**Salary Range** (Michigan Wage Range)
$25,870-$55,670

**Activities: what you might do in a day**

- Maintain financial or account records.
- Operate computers or computerized equipment.
- Execute sales or other financial transactions.
- Verify accuracy of financial or transactional data.
- Prepare cash for deposit or disbursement.
- Compile data or documentation.

**Knowledge**

People in this career often know a lot about:

- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **Mathematics** - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
Insurance Underwriters

Description: what do they do?
Review individual applications for insurance to evaluate degree of risk involved and determine acceptance of applications.

Also known as:
Underwriting Consultant, Underwriting Director, Underwriting Manager, Commercial Lines Underwriter, Health Underwriter, Life Underwriter, Personal Lines Underwriter, Account Underwriter, Underwriter, Automobile and Property Underwriter

Education and experience: to get started
People starting in this career usually have:
- Bachelor's degree
- No work experience
- 1 to 12 months on-the-job training

Programs that can prepare you:
- Actuarial Science
- Insurance

Salary Range (Michigan Wage Range)
$46,090-$109,960

Activities: what you might do in a day
- Analyze health-related data.
- Assess financial status of clients.
- Authorize financial actions.
- Explain regulations, policies, or procedures.
- Assess risks to business operations.

Knowledge
People in this career often know a lot about:
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
Financial Analysts

Description: what do they do?

Conduct quantitative analyses of information affecting investment programs of public or private institutions.

Also known as:
Securities Analyst, Credit Products Officer, Trust Officer, Planning Analyst, Equity Research Analyst, Real Estate Analyst, Analyst, Investment Analyst, Portfolio Manager

Education and experience: to get started

People starting in this career usually have:

- Bachelor's degree
- No work experience
- No on-the-job training

Programs that can prepare you:

- International Finance
- Accounting and Business/Management
- Investments and Securities
- Finance, General
- Accounting and Finance

Salary Range (Michigan Wage Range)
$45,030-$125,980

Activities: what you might do in a day

- Apply mathematical models of financial or business conditions.
- Analyze business or financial data.
- Develop financial or business plans.
- Determine the value of goods or services.
- Recommend investments to clients.

Knowledge

People in this career often know a lot about:

- Economics and Accounting - Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Communications and Media - Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
**Childcare Workers**

**Description: what do they do?**

Attend to children at schools, businesses, private households, and childcare institutions. Perform a variety of tasks, such as dressing, feeding, bathing, and overseeing play.

**Also known as:** Toddler Teacher, Assistant Teacher, Daycare Teacher, Infant Teacher, Caregiver, Daycare Worker, Childcare Provider, Child Caregiver

**Education and experience: to get started**

People starting in this career usually have:

- High school diploma or equivalent
- No work experience
- Less than 1 month on-the-job training

Programs that can prepare you:

- [Child Care Provider/Assistant](#)

**Salary Range** (Michigan Wage Range)
$20,300-$30,590

**Activities: what you might do in a day**

- Arrange childcare or educational settings to ensure physical safety of children.
- Discuss child development and behavior with parents or guardians.
- Provide counsel, comfort, or encouragement to individuals or families.
- Assist individuals with special needs.
- Clean tools or equipment.

**Knowledge**

People in this career often know a lot about:

- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Related occupations**

- [Home Health Aides](#)
- [Physical Therapist Aides](#)
- [Lifeguards, Ski Patrol, and Other Recreational Protective Service Workers](#)
- [Personal Care Aides](#)
- [Preschool Teachers, Except Special Education](#)
Social and Human Service Assistants

Description: what do they do?

Assist in providing client services in a wide variety of fields, such as psychology, rehabilitation, or social work, including support for families. May assist clients in identifying and obtaining available benefits and social and community services. May assist social workers with developing, organizing, and conducting programs to prevent and resolve problems relevant to substance abuse, human relationships, rehabilitation, or dependent care.

Also known as:
Addictions Counselor Assistant, Social Services Aide, Advocate, Social Services Assistant, Clinical Assistant, Social Work Assistant, Outreach Specialist, Social Work Associate, Residential Care Assistant, Social Worker Assistant

Education and experience: to get started

People starting in this career usually have:

- High school diploma or equivalent
- No work experience
- Less than 1 month on-the-job training

Programs that can prepare you:

- Developmental Services Worker
- Human Services, General

Salary Range (Michigan Wage Range)
$20,590-$48,610

Activities: what you might do in a day

- Conduct diagnostic tests to determine patient health.
- Examine patients to assess general physical condition.
- Develop treatment plans for patients or clients.
- Teach life skills or strategies to clients or their families.
- Maintain social services program records.
- Write reports or evaluations.

Knowledge

People in this career often know a lot about:

- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- **Psychology** - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

- **Therapy and Counseling** - Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
• **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
Real Estate Sales Agents

**Description: what do they do?**

Rent, buy, or sell property for clients. Perform duties, such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts. Includes agents who represent buyer.

**Also known as:**
Sales Agent, Realtor, Real Estate Agent, Realtor Associate, Real Estate Salesperson

**Education and experience: to get started**

People starting in this career usually have:

- High school diploma or equivalent
- No work experience
- 1 to 12 months on-the-job training

Programs that can prepare you:

- [Real Estate Development](#)
- [Real Estate](#)

**Salary Range** (Michigan Wage Range)

$26,530-$95,700

**Activities: what you might do in a day**

- Negotiate prices or other sales terms.
- Prepare sales or other contracts.
- Obtain property information.
- Develop content for sales presentations or other materials.
- Appraise property values.

**Knowledge**

People in this career often know a lot about:

- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Sales and Marketing** - Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Law and Government** - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
Transportation Managers

Description: what do they do?

Plan, direct, or coordinate the transportation operations within an organization or the activities of organizations that provide transportation services.

Also known as:
Director of Operations, Fleet Manager, Freight Coordinator, Global Transportation Manager, Train Operations Manager, Transportation Director, Traffic Manager, Trainmaster, Transportation Supervisor

Education and experience: to get started

People starting in this career usually have:

- High school diploma or equivalent
- 5 years or more work experience
- No on-the-job training

Programs that can prepare you:

- Public Administration
- Aeronautics/Aviation/Aerospace Science and Technology, General
- Aviation/Airway Management and Operations
- Business/Commerce, General
- Business Administration and Management, General

Salary Range (Michigan Wage Range)
$57,070-$156,790

Activities: what you might do in a day

- Supervise employees.
- Direct organizational operations, projects, or services.
- Monitor activities of individuals to ensure safety or compliance with rules.
- Liaise between departments or other groups to improve function or communication.
- Schedule product or material transportation.
- Implement organizational process or policy changes.

Knowledge

People in this career often know a lot about:

- Transportation - Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.
- Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Public Safety and Security - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
Personnel and Human Resources - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
Data Entry Clerk
Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data and preparing materials for printing.

Also known as:
Data Transcriber, Data Entry Machine Operator, Fiscal Assistant, Data Entry Operator, Data Capture Specialist, Records Clerk, Underwriting Support Specialist, Data Entry Specialist, Data Entry Keyer, Typist

Education and experience: to get started
People starting in this career usually have:

- High school diploma or equivalent
- No work experience
- Less than 1 month on-the-job training

Programs that can prepare you:

- Graphic and Printing Equipment Operator, General Production
- Data Entry/Microcomputer Applications, General
- Business/Office Automation/Technology/Data Entry

Salary Range (Michigan Wage Range)
$25,120-$47,200

Activities: what you might do in a day

- Provide information to coworkers.
- Check data for recording errors.
- Compile data or documentation.
- Enter information into databases or software programs.
- Verify accuracy of financial or transactional data.

Knowledge
People in this career often know a lot about:

- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Law and Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
Human Resources Managers

Description: what do they do?
Plan, direct, or coordinate human resources activities and staff of an organization.

Also known as:
Human Resources Administration Director, Human Resources Operations Manager, Employee Relations Manager, HR Manager, Human Resources Director (HR Director), Human Resources Vice President

Education and experience: to get started

People starting in this career usually have:
- Bachelor's degree
- 5 years or more work experience
- No on-the-job training

Programs that can prepare you:
- Human Resources Management/Personnel Administration, General
- Labor and Industrial Relations

Salary Range (Michigan Wage Range)
$67,220-$186,200

Activities: what you might do in a day
- Liaise between departments or other groups to improve function or communication.
- Recommend organizational process or policy changes.
- Advise others on legal or regulatory compliance matters.
- Administer compensation or benefits programs.
- Analyze data to inform operational decisions or activities.

Knowledge

People in this career often know a lot about:
- Personnel and Human Resources - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Law and Government - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Education and Training - Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
General and Operations Managers

Description: what do they do?

Plan, direct, or coordinate the operations of public or private sector organizations. Duties and responsibilities include formulating policies, managing daily operations, and planning the use of materials and human resources, but are too diverse and general in nature to be classified in any one functional area of management or administration, such as personnel, purchasing, or administrative services.

Also known as:
Business Manager, Facility Manager, General Manager (GM), Operations Director, Operations Manager, Store Manager, Plant Superintendent

Education and experience: to get started

People starting in this career usually have:

- Bachelor's degree
- 5 years or more work experience
- No on-the-job training

Programs that can prepare you:

- International Business/Trade/Commerce
- Management Science
- Parks, Recreation and Leisure Facilities Management, Other
- Retail Management
- Public Administration

Salary Range (Michigan Wage Range)
$41,690-$208,000+

Activities: what you might do in a day

- Analyze financial records to improve efficiency.
- Analyze data to inform operational decisions or activities.
- Direct organizational operations, projects, or services.
- Direct sales, marketing, or customer service activities.
- Prepare staff schedules or work assignments.
- Determine pricing or monetary policies.

Knowledge

People in this career often know a lot about:

- Administration and Management - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Personnel and Human Resources - Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
• **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

• **Mathematics** - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
**Web Developers**

**Description: what do they do?**

Design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. May integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content.

**Also known as:**
Web Development Instructor, Web Architect, Webmaster, Web Design Specialist, Web Development Director, Technology Applications Engineer, Designer, Web Designer

**Education and experience: to get started**

People starting in this career usually have:

- **Associate’s degree**
- **No work experience**
- **No on-the-job training**

Programs that can prepare you:

- Computer Science
- Web Page, Digital/Multimedia and Information Resources Design
- Computer Programming/Programmer, General
- Web/Multimedia Management and Webmaster

**Salary Range (Michigan Wage Range)**

$34,110-$103,440

**Activities: what you might do in a day**

- Write computer programming code.
- Design websites or web applications.
- Update website content.
- Create electronic data backup to prevent loss of information.
- Test software performance.

**Knowledge**

People in this career often know a lot about:

- **Computers and Electronics** - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
**Auditors**

**Description: what do they do?**

Examine and analyze accounting records to determine financial status of establishment and prepare financial reports concerning operating procedures.

**Also known as:**
Audit Partner, Assurance Senior, Auditor, Financial Auditor, Audit Manager, Assurance Manager, Auditor-in-Charge, Revenue Tax Specialist, Internal Auditor, Internal Audit Director

**Education and experience: to get started**

People starting in this career usually have:
- Bachelor’s degree
- No work experience
- No on-the-job training

Programs that can prepare you:
- Taxation
- Accounting and Finance
- Accounting and Computer Science
- Accounting and Business/Management
- Auditing

You’re seeing education information for Accountants and auditors because we don’t have information for Auditors. Please note the information may not be the same for both occupations.

**Salary Range** (Michigan Wage Range)
$43,210-$113,540

**Activities: what you might do in a day**

- Prepare financial documents, reports, or budgets.
- Advise others on business or operational matters.
- Report information to managers or other personnel.
- Advise others on financial matters.
- Collect evidence for legal proceedings.
- Investigate legal issues.
- Oversee business processes.
- Examine financial records.

**Knowledge**

People in this career often know a lot about:
- **Economics and Accounting** - Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Mathematics** - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- **Administration and Management** - Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
• **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
Software Developers, Systems Software

Description: what do they do?

Research, design, develop, and test operating systems-level software, compilers, and network distribution software for medical, industrial, military, communications, aerospace, business, scientific, and general computing applications. Set operational specifications and formulate and analyze software requirements. May design embedded systems software. Apply principles and techniques of computer science, engineering, and mathematical analysis.

Also known as:
Network Engineer, Software Engineer, Developer, Publishing Systems Analyst, Systems Coordinator, Software Architect, Infrastructure Engineer, Senior Software Engineer, Systems Engineer

Education and experience: to get started

People starting in this career usually have:

- Bachelor's degree
- No work experience
- No on-the-job training

Programs that can prepare you:

- Computer Software Engineering
- Information Science/Studies
- Artificial Intelligence
- Computer Engineering, General
- Computer Programming, Specific Applications

Salary Range (Michigan Wage Range)
$54,940-$130,250

Activities: what you might do in a day

- Modify software programs to improve performance.
- Monitor computer system performance to ensure proper operation.
- Manage information technology projects or system activities.
- Develop testing routines or procedures.
- Provide technical support for software maintenance or use.

Knowledge

People in this career often know a lot about:

- Computers and Electronics - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Engineering and Technology - Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.
- Mathematics - Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Telecommunications - Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Design - Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.
Retail Salespersons

Description: what do they do?
Sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers.

Also known as:
Sales Clerk, Sales Representative, Sales Consultant, Salesman, Car Salesman, Sales Associate, Sales Person, Retail Salesperson, Customer Assistant, Clerk

Education and experience: to get started
People starting in this career usually have:

- High school diploma or equivalent
- No work experience

Salary Range (Michigan Wage Range)
$20,300-$42,170

Activities: what you might do in a day
- Greet customers, patrons, or visitors.
- Gather customer or product information to determine customer needs.
- Recommend products or services to customers.
- Maintain records of sales or other business transactions.
- Calculate costs of goods or services.
- Process sales or other transactions.

Knowledge
People in this career often know a lot about:

- Sales and Marketing - Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- Customer and Personal Service - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Related occupations
- Hotel, Motel, and Resort Desk Clerks
- Counter and Rental Clerks
- Concierges
- Parts Salespersons
- First-Line Supervisors of Retail Sales Workers
**Cashiers**

**Description: what do they do?**

Receive and disburse money in establishments other than financial institutions. May use electronic scanners, cash registers, or related equipment. May process credit or debit card transactions and validate checks.

**Also known as:**
Cage Cashier, Toll Collector, Mutuel Clerk, Cashier, Central Aisle Cashier, Visitor Service Associate, Sales Associate, Customer Assistant, Checker

**Education and experience: to get started**

People starting in this career usually have:

- High school diploma or equivalent
- No work experience

**Salary Range** (Michigan Wage Range)
$20,160-$29,650

**Activities: what you might do in a day**

- Reconcile records of sales or other financial transactions.
- Process sales or other transactions.
- Answer customer questions about goods or services.
- Explain technical product or service information to customers.
- Calculate costs of goods or services.

**Knowledge**

People in this career often know a lot about:

- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Related occupations**

- Hosts and Hostesses, Restaurant, Lounge, and Coffee Shop
- Waiters and Waitresses
- Stock Clerks, Sales Floor
- Counter and Rental Clerks
- Ushers, Lobby Attendants, and Ticket Takers
**Paralegals and Legal Assistants**

**Description: what do they do?**

Assist lawyers by investigating facts, preparing legal documents, or researching legal precedent. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

**Also known as:**
Litigation Paralegal, Paralegal, Paralegal Assistant, Paralegal Specialist, Law Associate, Legal Assistant, Real Estate Paralegal, Corporate Law Assistant, Legal Analyst, Certified Paralegal

**Education and experience: to get started**

People starting in this career usually have:

- Associate’s degree
- No work experience
- No on-the-job training

Programs that can prepare you:

- Legal Assistant/Paralegal

**Salary Range** (Michigan Wage Range)

$33,770-$77,150

**Activities: what you might do in a day**

- Maintain the order of legal documents.
- Prepare legal documents.
- Research relevant legal materials to aid decision making.
- Meet with individuals involved in legal processes to provide information and clarify issues.
- Confer with court staff to clarify information.

**Knowledge**

People in this career often know a lot about:

- **Clerical** - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.
- **English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **Law and Government** - Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Customer and Personal Service** - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **Computers and Electronics** - Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.