

# Career Pathway Map: Accounting Statewide

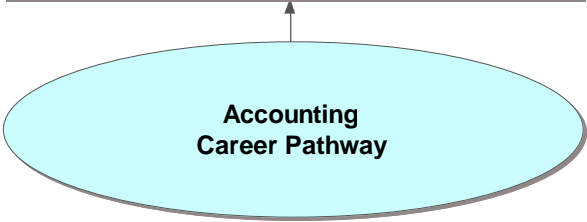
Information contained in this career pathways map encompasses the entire state of Pennsylvania. The information contains projections of anticipated openings, entry level salary, and job growth. Actual career pathways may look different depending on the individual and the local area job market.

**Career Pathways programs provide:**

- workplace skills instruction
- GED® Tests preparation
- academic skills specific to the industry
- entrance exam preparation
- postsecondary transition preparation
- English language skills instruction
- goal setting/case management support
- provide employability/soft skills instruction

**Postsecondary education and training available through:**

- Local Career and Technology Centers
- Local Business Schools
- Local Technical Schools
- Local Community Colleges
- Local Universities



(Hardy, Institute for the Study of Adult Literacy, 2013)

Sources of Information:  
 -Pennsylvania Department of Labor & Industry, Center for Workforce Information and Analysis. (2013). Labor Market Information System. Retrieved from <https://paworkstats.geosolinc.com>  
 -U.S. Department of Labor, Employment and Training Administration. (2013). O\*Net Online. Retrieved from: <http://www.onetonline.org>

# Career Pathway Map: Computer Support Statewide

Information contained in this career pathways map encompasses the entire state of Pennsylvania. The information contains projections of anticipated openings, entry level salary, and job growth. Actual career pathways may look different depending on the individual and the local area job market.

## Career Pathways programs provide:

- workplace skills instruction
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- entrance exam preparation
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## Postsecondary education and training available through:

- Local Career and Technology Centers
- Local Business Schools
- Local Technical Schools
- Local Community Colleges
- Local Universities

### Computer Systems Analysts

SOC Code 15-1121

Entry Level Salary \$55,542

Projected Annual Openings 929

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Usually requires technical training, on the job experience, or an Associate's degree

### Network and Computer Systems Administrator

SOC Code 15-1121

Entry Level Salary \$51,542

Projected Annual Openings 530

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Usually requires technical training, on the job experience, or an Associate's degree

### Database Administrators

SOC Code 15-1141

Entry Level Salary \$50,861

Projected Annual Openings 113

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Usually requires technical training, on the job experience, or an Associate's degree

### Computer User Support Specialist

SOC Code 15-1150

Entry Level Salary \$25,354

Projected Annual Openings 744

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Usually requires High School Diploma/Commonwealth Secondary School Diploma/GED®

## Computer Support Career Pathway

(Hardy, Institute for the Study of Adult Literacy, 2013)

#### Sources of Information:

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- U.S. Department of Labor, Employment and Training Administration. (2013). O\*Net Online. Retrieved from: <http://www.onetonline.org>

# Career Pathway Map: Customer Service Statewide

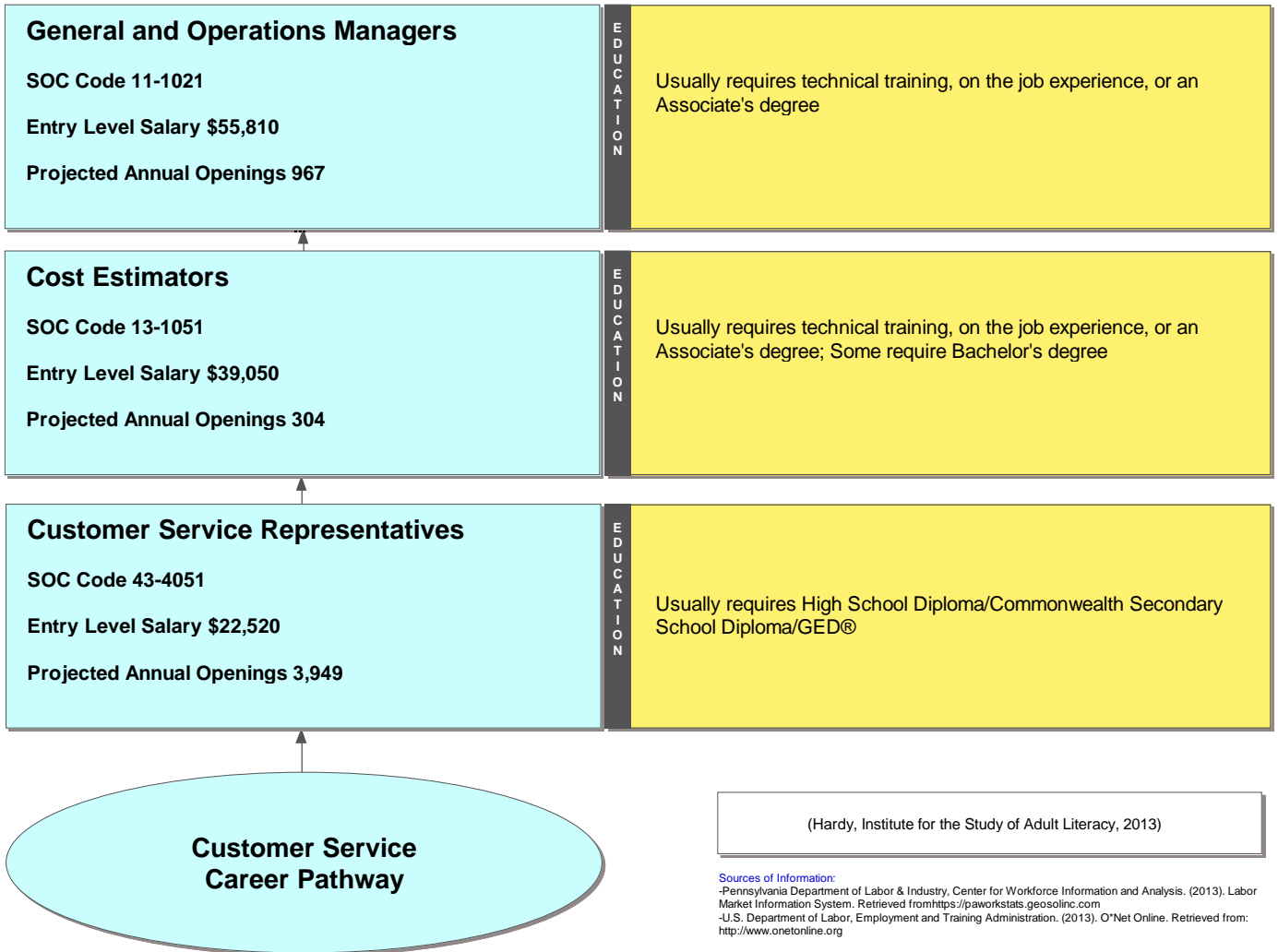
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- goal setting/case management support
- provide employability/soft skills instruction

## Postsecondary education and training available through:

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- Local Technical Schools
- Local Community Colleges
- Local Universities



# Career Pathway Map: Insurance Clerks Statewide

Information contained in this career pathways map encompasses the entire state of Pennsylvania. The information contains projections of anticipated openings, entry level salary, and job growth. Actual career pathways may look different depending on the individual and the local area job market.

## Career Pathways programs provide:

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- GED® Tests preparation
- academic skills specific to the industry
- entrance exam preparation
- postsecondary transition preparation
- English language skills instruction
- goal setting/case management support
- provide employability/soft skills instruction

## Postsecondary education and training available through:

- Local Career and Technology Centers
- Local Business Schools
- Local Technical Schools
- Local Community Colleges
- Local Universities

### Insurance Claims & Policy Processing Clerks

SOC Code 43-9041

Entry Level Salary \$28,970

Projected Annual Openings 144

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Usually requires High School Diploma/Commonwealth Secondary School Diploma/GED®

### Bill and Account Collectors

SOC Code 43-3011

Entry Level Salary \$23,730

Projected Annual Openings 479

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Usually requires High School Diploma/Commonwealth Secondary School Diploma/GED®

### Customer Service Representative

SOC Code 43-4051

Entry Level Salary \$22,520

Projected Annual Openings 3,949

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Usually requires High School Diploma/Commonwealth Secondary School Diploma/GED®

## Insurance Clerks Career Pathway

(Hardy, Institute for the Study of Adult Literacy, 2013)

#### Sources of Information:

- Pennsylvania Department of Labor & Industry, Center for Workforce Information and Analysis. (2013). Labor Market Information System. Retrieved from <https://paworkstats.geosolinc.com>
- U.S. Department of Labor, Employment and Training Administration. (2013). O\*Net Online. Retrieved from: <http://www.onetonline.org>

# Career Pathway Map: Office Workers Statewide

Information contained in this career pathways map encompasses the entire state of Pennsylvania. The information contains projections of anticipated openings, entry level salary, and job growth. Actual career pathways may look different depending on the individual and the local area job market.

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- GED® Tests preparation
- academic skills specific to the industry
- entrance exam preparation
- postsecondary transition preparation
- English language skills instruction
- goal setting/case management support
- provide employability/soft skills instruction

## Postsecondary education and training available through:

- Local Career and Technology Centers
- Local Business Schools
- Local Technical Schools
- Local Community Colleges
- Local Universities

### Supervisors of Office and Administrative Support Workers

SOC Code 43-1011

Entry Level Salary \$34,630

Projected Annual Openings 1,069

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Usually requires technical training, on the job experience, or an Associate's degree

### Executive Secretaries and Administrative Assistants

SOC Code 43-6011

Entry Level Salary \$33,560

Projected Annual Openings 776

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Usually requires technical training, on the job experience, or an Associate's degree

### Secretaries and Administrative Assistants

SOC Code 43-6014

Entry Level Salary \$22,160

Projected Annual Openings 1,498

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Usually requires technical training, on the job experience, or an Associate's degree

### Office Clerks

SOC Code 43-9061

Entry Level Salary \$19,200

Projected Annual Openings 3,261

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Usually requires High School Diploma/Commonwealth Secondary School Diploma/GED®

## Office Workers Career Pathway

(Hardy, Institute for the Study of Adult Literacy, 2013)

#### Sources of Information:

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# Career Pathway Map: Legal Assistants

## Statewide

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### Postsecondary education and training available through:

- Local Career and Technology Centers
- Local Business Schools
- Local Technical Schools
- Local Community Colleges
- Local Universities

### Paralegal & Legal Assistants

SOC Code 23-2011

Entry Level Salary \$34,600

Projected Annual Openings 242

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Usually requires technical training, on the job experience, or an Associate's degree

### Legal Secretaries

SOC Code 43-6012

Entry Level Salary \$32,190

Projected Annual Openings 272

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Usually requires technical training, on the job experience, or an Associate's degree

### Court Clerks

SOC Code 43-4031

Entry Level Salary \$22,860

Projected Annual Openings 55

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Usually requires High School Diploma/Commonwealth Secondary School Diploma/GED®

### Legal Assistants Career Pathway

(Hardy, Institute for the Study of Adult Literacy, 2013)

#### Sources of Information:

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# Career Pathway Map: Computer Programmers Statewide

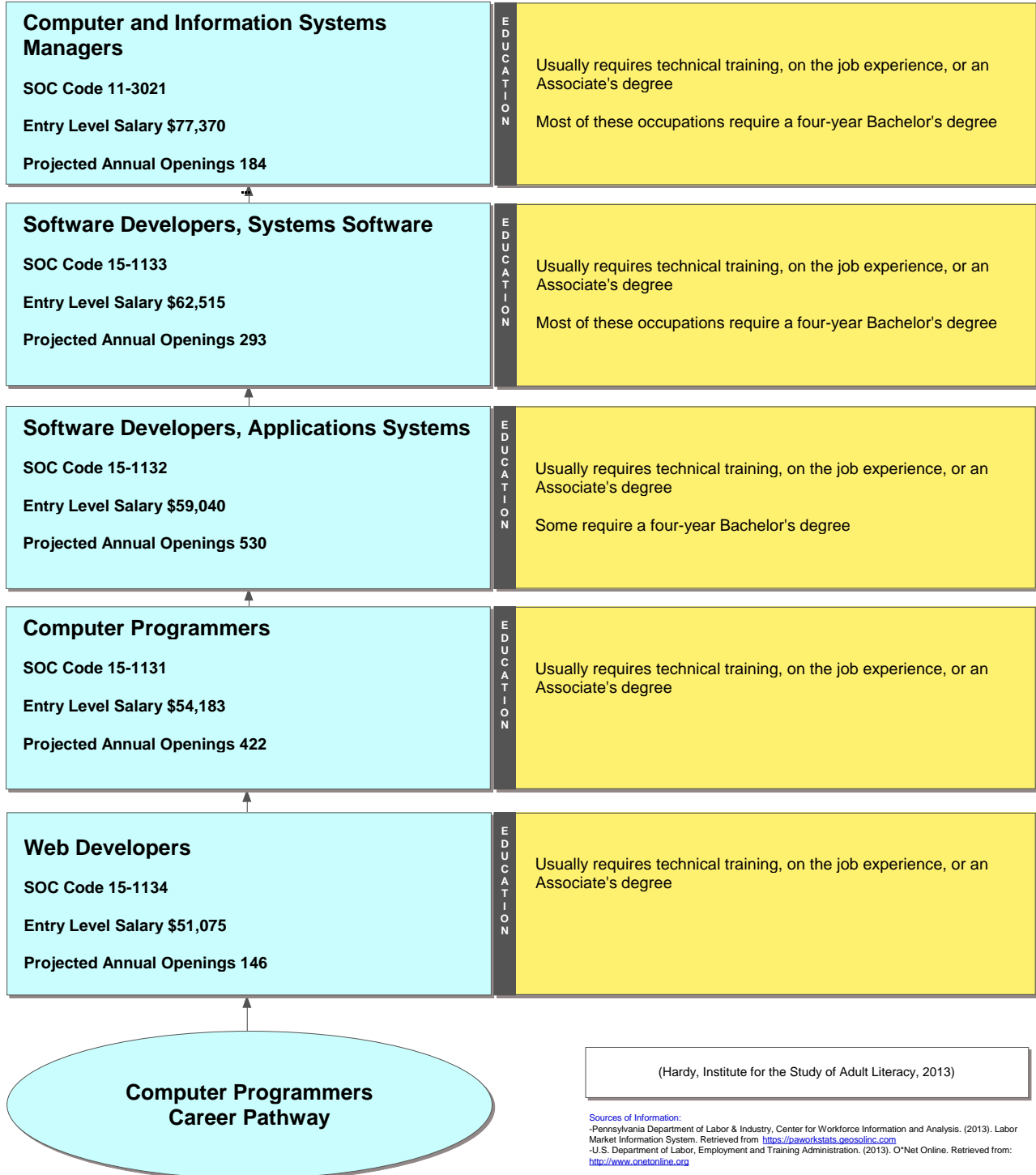
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## Postsecondary education and training available through:

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- Local Technical Schools
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- Local Universities



# Career Pathway Map: Sales Statewide

Information contained in this career pathways map encompasses the entire state of Pennsylvania. The information contains projections of anticipated openings, entry level salary, and job growth. Actual career pathways may look different depending on the individual and the local area job market.

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- entrance exam preparation
- postsecondary transition preparation
- English language skills instruction
- goal setting/case management support
- provide employability/soft skills instruction

## Postsecondary education and training available through:

- Local Career and Technology Centers
- Local Business Schools
- Local Technical Schools
- Local Community Colleges
- Local Universities

### Sales Managers

SOC Code 11-2022

Entry Level Salary \$61,060

Projected Annual Openings 228

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Most require Bachelor's degree

### Sales Representatives, Wholesale and Manufacturing

SOC Code 41-4012

Entry Level Salary \$35,610

Projected Annual Openings 2,007

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Some require Bachelor's degree

### Order Fillers, Wholesale and Retail Sales

SOC Code 43-5081

Entry Level Salary \$16,990

Projected Annual Openings 1,704

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Usually requires High School Diploma/Commonwealth Secondary School Diploma/GED®

### Customer Service Representatives

SOC Code 43-4051

Entry Level Salary \$22,520

Projected Annual Openings 3,949

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Usually requires High School Diploma/Commonwealth Secondary School Diploma/GED®

Sales  
Career Pathway

(Hardy, Institute for the Study of Adult Literacy, 2013)

#### Sources of Information:

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