



Pathway: Administrative Services

Plan of Study: Office Manager

Career Goal (O*Net Code): Examples: Office Manager (43-6011), Information Clerk (43-4171), Dispatcher (43-5032), Medical Secretary (43-6013), Paralegal (23-2011).

Suggested High School Courses

High School	9 th	Core Academic Courses*:	English I, Algebra I, Earth or Environmental Science, State History/Civics	Suggested Electives: Business Math
		Career Path Courses:	Keyboarding	
* Default includes CDHE Higher Education Admission Requirements	10 th	Core Academic Courses*:	English II, Geometry, Biology, US History, Foreign Language I	Suggested Electives: Business Publications, Business Math
	Career Path Courses:	Accounting I		
	11 th	Core Academic Courses*:	English III, Algebra II/ or other, Chemistry	Suggested Electives: Business Math, Business Publications
	Career Path Courses:	Computer Applications, Business Math		
	12 th	Core Academic Courses*:	English IV, Trigonometry or other Math, Physics or other lab based science	Suggested Electives: Business Math, Business Publications
	Career Path Courses:	Computer Applications, Business Internship		

Secondary to Postsecondary Linkages & Certifications

Recognition for Advanced Learning	Postsecondary Credit Options: Insert Options Here: ACP, Dual Credit, PSEO, Fast College-Fast Jobs, Articulated Credit
	Industry Recognized Certificate(s) or License(s): Insert Certification Options

Colorado Postsecondary Programs Available

Colorado Institutions

Entrance Exams/
Requirements

Postsecondary Education Opportunities	Colorado Postsecondary Programs Available	Colorado Institutions	Entrance Exams/ Requirements
Certificate	Business Administration, Advanced Office Specialist, Office Administration, Administrative Office Support, Office Technologies, Management & Leadership, Management, Team Management, Paralegal, Medical Office Technologies, Medical Office Management	AVS: Emily Griffith Opportunity School, Pickens Technical College Community Colleges/Colleges: Aims CC, Colorado Mountain College, Colorado Northwestern CC, Front Range CC, Pueblo CC, Mesa State College, Trinidad State Jr. College, Arapahoe CC, CC Aurora, Otero Jr. College, Morgan CC, CC of Denver, Pikes Peak CC www.collegeincolorado.org	High School diploma or GED Accuplacer
Associate Degree	Business Administration, Office Administration, Office Technologies, Management, Paralegal, Medical Office Technologies	Aims CC, Arapahoe CC, Colorado Mountain College, Colorado Northwestern CC, CC of Aurora, CC of Denver, Front Range CC, Mesa State College, Morgan CC, Northeastern Jr. College, Otero Jr. College, Pikes Peak CC, Pueblo CC, Trinidad State Jr. College, Western Colorado Community College www.collegeincolorado.org	High School diploma or GED Accuplacer
Bachelor Degree	Business Administration	Adams State College, Fort Lewis College, Metropolitan State College of Denver, Western State College. For more options: www.collegeincolorado.org	See each school's Admissions website.
Graduate Degree	Business Administration, MBA	Colorado State University – Pueblo, Mesa State College, University of Colorado-Boulder, University of Colorado-Denver. For more options: www.collegeincolorado.org	See each school's Admissions website.

Career & Technical Education is delivered through the Colorado Community College System

www.cccs.edu



Cluster Overview: The **Management and Administration Career Cluster** prepares students for careers that encompass planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Business Management and Administration career opportunities are available in every sector of the economy.

Extended Learning Experiences

<p>Curricular Experiences:</p> <p>Future Business Leaders of America (FBLA) Student Council National Honor Society Claws for a Cause</p>	<p>Extracurricular Experiences:</p> <p>Tutor School Class Officer Business Publications Club/Chapter Officer</p>
<p>Work-Based Learning Experiences:</p> <p>Career Preparation – Paid and Unpaid, Job Shadowing, Internships</p>	<p>Program Accreditation and/or Professional Association(s):</p> <p>National FBLA-PBL National Honor Society</p>
<p>Service Learning Experiences:</p> <p>Claws for a Cause 4-H</p>	

Career Options:

Salary Range:

Certificate	Information Clerk, Dispatcher, Human Resource Assistant	\$ - \$\$
Associate Degree	Medical Secretary, Paralegal, Clerical or Records Supervisor, Facilities Manager, Customer Service Representative	\$\$
Bachelor Degree	Office Manager, Business Representative, Executive Assistant Management Analyst, Virtual Office Administrator	\$\$ - \$\$\$
Graduate Degree	Department or Division Manager	\$\$\$

\$ = \$15-25,000; \$\$ = \$25-55,000; \$\$\$ = \$55-90,000; \$\$\$\$ = Above \$90,000

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