



## Pathway: Administrative Services

**Plan of Study: Executive Secretaries & Admin. Assistant**

**Career Goal (O\*Net Code):** Examples: 43-6011.00 Executive Secretaries & Administrative Assistants, 434071.00 File Clerk, 43-6013.00 Medical Secretary, 43-4171.00 Receptionist and Information Clerk, 43-3021.00 Billing, Cost & rate Clerk, 11-9199.00 Manager

### Suggested High School Courses

<b>High School</b> * Default includes CDHE Higher Education Admission Requirements	9 <sup>th</sup>	<b>Core Academic Courses*:</b>	Grammar/Mythology, Biology I, Algebra I, Geography, French,	<b>Suggested Electives:</b> Music or Art, Photography
		<b>Career Path Courses:</b>	Intro to PC Apps	
	10 <sup>th</sup>	<b>Core Academic Courses*:</b>	Creative Writing/Adolescent Lit., Biology II, Geometry, American History or World History.	<b>Suggested Electives:</b> Music or Art, Weight Lifting or Life Skills.
		<b>Career Path Courses:</b>	Intro to Business, Desktop Publishing,	
	11 <sup>th</sup>	<b>Core Academic Courses*:</b>	Research and Term/Lit., Chemistry or Consumer Chem., Algebra II, American History or World History (If not taken 10 <sup>th</sup> grade),	<b>Suggested Electives:</b> Yearbook.
		<b>Career Path Courses:</b>	Accounting I, Desktop Publishing ( if not taken prior)	
	12 <sup>th</sup>	<b>Core Academic Courses*:</b>	Senior Grammar/Speech, Senior English or ASC English, Environmental Science or Geology or Human Physiology, Advanced Math or Pre-Calculus, Political Science, Art or Music (If not taken in previous years)	<b>Suggested Electives:</b> Yearbook (if not taken previously)
		<b>Career Path Courses:</b>	Accounting II,	

### Secondary to Postsecondary Linkages & Certifications

<b>Recognition for Advanced Learning</b>	<b>Postsecondary Credit Options:</b> Students will receive 3 credit hours at Trinidad State Junior College through our articulation agreement for the following list of classes: desktop publishing, Accounting (I & II must both be completed), Intro to PC Apps and Intro to Business.
	<b>Industry Recognized Certificate(s) or License(s):</b> N/A

		Colorado Postsecondary Programs Available	Colorado Institutions	Entrance Exams/ Requirements
<b>Postsecondary Education Opportunities</b>		Business Administration, Advanced office Specialist, Office Administration, Administrative Office Support, Office Technologies, Management & Leadership, Management, Team Management, Paralegal, Medical Office Technologies, Medical Office Management	<b>AVS:</b> Emily Griffith Opportunity School, Pickens Technical College. <b>Community Colleges:</b> Aims CC, Colorado Mtn. College, Colorado Northwestern CC, Front Range CC, Pueblo CC, Mesa State College, Trinidad State Junior College, Arapahoe CC, CC of Aurora, Otero Jr. College, Morgan CC, CC of Denver, Pikes Peak CC.  <a href="http://www.collegeincolorado.org">www.collegeincolorado.org</a>	High School Diploma or GED Accuplacer
	Associate Degree	Business Administration, Office Administration, Office Technologies, Management, Paralegal, Medical Office Technologies	<b>Community Colleges:</b> Aims CC, Colorado Mtn. College, Colorado Northwestern CC, Front Range CC, Pueblo CC, Mesa State College, Trinidad State Junior College, Arapahoe CC, CC of Aurora, Otero Jr. College, Morgan CC, CC of Denver, Pikes Peak CC. <b>Four Year Schools:</b> Adams State College, Fort Lewis College, Mesa State College, Metropolitan State College, Western State College For more Options: <a href="http://www.collegeincolorado.org">www.collegeincolorado.org</a>	High School Diploma or GED Accuplacer
	Bachelor Degree	Business Administration,	<b>Four Year Schools:</b> Adams State College, Fort Lewis College, Mesa State College, Metropolitan State College, Colorado State University, University of Colorado, University of Northern Colorado, Western State College. For more options: <a href="http://www.collegeincolorado.org">www.collegeincolorado.org</a>	See school's website.
	Graduate Degree	Business Administration, MBA	Adams State College, Colorado State University, University of Colorado, For more options: <a href="http://www.collegeincolorado.org">www.collegeincolorado.org</a>	See schools website.

**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><b>Curricular Experiences:</b></p> <p>Future Business Leaders of America</p>	<p><b>Extracurricular Experiences:</b></p> <p>Knowledge Bowl, Student Council, Tutor, AmeriCorp, Sports, Class officer, Prom Committee, Yearbook National Honor Society</p>
<p><b>Work-Based Learning Experiences:</b></p> <p>Career Preparation – Paid and Unpaid, Job Shadowing, Internships, in-class simulations including Accounting, Intro to Business &amp; yearbook. Each of these classes are designed to create a work place experience enabling students to learn the skills needed to meet deadlines and assignment requirements.</p>	<p><b>Program Accreditation and/or Professional Association(s):</b></p> <p>American Assn. for Medical Transcription, Business Forms Management Assn. Institute of Certified records Managers National Assn of Legal Assistants, National Assn of Legal Secretaries, National Business Educators Assn, National Court Reporters Assn, National FBLA-Phi Beta Lambda, International DECA</p>
<p><b>Service Learning Experiences:</b></p> <p>AmeriCorp,</p>	

**Career Options:**

**Salary Range:**

Certificate	<b>Information Clerk, Dispatcher, Human resources Assistant, Small Business Owner, Bookkeeper, Filing Clerk, Payroll Clerk, Administrative Assistant, Accounts Manager for Small Marketing Firm, Customer Service Rep.</b>	<b>\$-\$\$</b>
Associate Degree	<b>Medical Secretary, Paralegal, Clerical &amp; Records Supervisor, Facilities manager, Medical Records Transcriptionist, Executive Secretaries</b>	<b>\$-\$\$</b>
Bachelor Degree	<b>Office Manager, Business Representative, Executive Assistant, Management Analyst, Virtual Office Administrator</b>	<b>\$\$-\$\$\$</b>
Graduate Degree	<b>Department or Division Manager</b>	<b>\$\$\$</b>

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

Mountain Valley High School does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Please direct inquiries to: *Mr. John Stephens, Principal. PO Box 127, Saguache CO 81149, (719) 655-2578.*