



Pathway: Business Information Technology

Plan of Study: Administrative Assistants

Career Goal (O*Net Code): CIP Code 52-0401

43-6011.00 - Executive Secretaries and Administrative Assistants

43-6014.00 - Secretaries, Except Legal, Medical, and Executive

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. May also train and supervise lower-level clerical staff.

Suggested High School Courses

High School				
* Default includes CDHE Higher Education Admission Requirements	9 th	Core Academic Courses**:	Language Arts (English), Social Science, Mathematics, Science, Fine Arts, Physical Education & Health	Suggested Electives: U.S. History, Civil Government, Practical Arts, Elective, Computer & World Language
		Career Path Courses:	HBT 3041 Computer Applications, HBT 3052 Computer Technology, HBT 3061 Desktop Publishing, HBT 3031 Word Processing	
	10 th	Core Academic Courses**:	Language Arts (English), Social Science, Mathematics, Science, Fine Arts, Physical Education & Health	Suggested Electives: U.S. History, Civil Government, Practical Arts, Elective, Computer & World Language
		Career Path Courses:	HBT 1082 Accounting, HBT 2021 Business Law, HBT 2071 Consumer Law, HBT 1061 Financial Management, HBT 3161 Investment Management, HBT 3171 Java Programming 1, HBT 3181 Java Programming 2, HBT 2104 Marketing, HBT 3141 Multimedia 1, HBT 3151 Multimedia 2, HBT 3131 Web Design 1 HBT 3133 Web Design 2 All above listed career courses	
	11 th	Core Academic Courses**:	Language Arts (English), Social Science, Mathematics, Science, Fine Arts, Physical Education & Health	Suggested Electives: U.S. History, Civil Government, Practical Arts, Elective, Computer & World Language
		Career Path Courses:	Aurora Public Schools: HBT 2091 Career Development, HBT 2102 Entrepreneurship and Management, HBT 2112 Professional and Community Experiences VBO2820 Ad. Support Specialist, VBO 0224 Business and Computer Skills	
	12 th	Core Academic Courses**:	Language Arts (English), Social Science, Mathematics, Science, Fine Arts, Physical Education & Health	Suggested Electives: U.S. History, Civil Government, Practical Arts, Elective, Computer & World Language
		Career Path Courses:	Take any of the above CTE courses to complete certificates and programs Pickens Technical College: VBO 2835 Microsoft Office Specialist	

Secondary to Postsecondary Linkages & Certifications

Recognition for Advanced Learning	Postsecondary Credit Options: Dual Credit through CCA - Courses # ACC 121, BUS 216, CIS 118/161, BUS 115 Dual Credit through Metro State - Course # CSC 240
	Industry Recognized Certificate(s) or License(s): (In Development stages)

		Postsecondary Programs Available in Colorado	Colorado Institutions	Entrance Exams/ Requirements
Postsecondary Education Opportunities	Certificate	Pickens Technical College: BUSINESS AND COMPUTER SKILLS ADMINISTRATIVE SUPPORT SPECIALIST MICROSOFT OFFICE SPECIALIST	Pickens Technical College and other Technical Colleges Community Colleges of Colorado	Accuplacer Exam, High school Diploma/GED
	Associate Degree	Credit could apply towards one or more of the following degrees: AA, AS, AAS Applied Technology, AAS Tech Management, AAS Accounting, AAS Management Gen Mgmt emphasis, AAS Management HR emphasis, AAS Marketing and AGS	All CCCS systems	Accuplacer test, see individual college requirements

	Bachelor Degree	Business Administration	Adams State College, Fort Lewis College, Metropolitan State College of Denver, Western State College. For more options: www.collegeincolorado.org	
	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.

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

Curricular Experiences:		Extracurricular Experiences:	
Future Business Leaders of America Delta Epsilon Chi Phi Beta Lambda DECA SIFE BPA		Peer, Language, Math Tutor Job Fairs Technical fairs Yearbook Teacher Assistant School Class Officer School Newspaper Yearbook	
Work-Based Learning Experiences:		Program Accreditation and/or Professional Association(s):	
Career Preparation – Paid and Unpaid, Job Shadowing, Internships PACE, ACE Job shadows Industry visits Internships		Business Forms Management Association, Institute of Certified Records Managers, National Association of Legal Assistants, National Association of Legal Secretaries, National Business Education Association, National Court Reporters Association, National FBLA - Phi Beta Lambda, International DECA	
Service Learning Experiences:			
Girls Clubs of America, Boy Scouts of America, Community Service Volunteer, Girl Scouts of the USA			
Career Options:		Salary Range:	
Certificate	Administrative Assistants Secretaries Clerical Assistant	\$-\$	
Associate Degree	Executive Secretaries 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	Business Administration Department or Division Manager	\$\$\$	

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

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