



Pathway: Administrative Services

Plan of Study: Administrative and Information Support

Career Goal (O*Net Code): Executive Secretaries and Administrative Assistant (43.6011.00), Receptionists and Information Clerk (43-4171.00), Word Processors and Typists (43.9022.00)

Suggested High School Courses

High School	9 th	Core Academic Courses*:	English I, Algebra I, Earth or Environmental Science, State History/Civics, Geometry, Government/Economics, Literacy, Pre Algebra	Suggested Electives: Industrial Arts, PE, BFS, Spanish I Choir, Band, Art, Drama, Speech
		Career Path Courses:	Computer Applications, BOSS	
* Default includes CDHE Higher Education Admission Requirements	10 th	Core Academic Courses*:	English II, Geometry, Biology, US History, Foreign Language I, Algebra II, Geometry, Western Civilization, Health, Literacy, Pre Calculus	Suggested Electives: Industrial Arts II, Spanish II, Yearbook
	Career Path Courses:	Computer Application, Introduction to Business, BOSS		
	11 th	Core Academic Courses*:	English III, Algebra II/ or other, Chemistry, Trigonometry, Calculus, Physics, United States History, Literacy, Statistics, Creative Writing, Biology II	Suggested Electives: Advanced Industrial Arts, Spanish III, German, French, Library Aide, Theatre & Set design, Computer Graphics & Design, Journalism
		Career Path Courses:	BOSS, Accounting I,	
	12 th	Core Academic Courses*:	English IV, Trigonometry, Calculus, World History, Physics, Literacy, Statistics, Creative Writing, Contemporary Problems	Suggested Electives: Sr. Seminar, Psychology, Literacy Aide, Computer Graphics & Design, Journalism
		Career Path Courses:	BOSS, Accounting II	

Secondary to Postsecondary Linkages & Certifications

Recognition for Advanced Learning	Postsecondary Credit Options: Dual Credit, PSEO, Articulated Credit (College English, College American History, College World History, College Math, and College Chemistry)
	Industry Recognized Certificate(s) or License(s): Management, Business Foundations

Colorado Postsecondary Programs Available

Colorado Institutions

Entrance Exams/ Requirements

Postsecondary Education Opportunities	Certificate	Business Administration, Entrepreneurship, Sales & Marketing, Small Business Management, Sales & Customer Service, Marketing/Management, Marketing	Community Colleges/Colleges: Lamar CC, Northeastern Jr. College, Otero Jr. College, Arapahoe CC, Colorado Mountain College, Aims CC, CC of Aurora, Pikes Peak CC, Morgan CC	High School diploma/GED Accuplacer
	Associate Degree	Business Administration, Entrepreneurship, Small Business Management, Management emphasis in Sales & Customer Service, Marketing	Community Colleges/Colleges: Colorado Northwestern CC, Colorado Mountain College, Aims CC, CC of Aurora, Pikes Peak CC, Arapahoe CC, CC of Denver, Morgan CC, Mesa State College	High School diploma/GED Accuplacer
	Bachelor Degree	Business Administration, Marketing, Entrepreneurship and Small Business Management	CU-Boulder, Fort Lewis, Mesa State College, Western State College, Metropolitan State College, CSU 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



COLORADO COMMUNITY COLLEGE SYSTEM

Graduate Degree	General MBA, Entrepreneurship MBA, Marketing MBA, Business to Consumer Marketing MBA	CU-Denver, Mesa State College, CU-Boulder, CU-Colorado Springs More options: www.collegeincolorado.org	See each school's Admissions website.
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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: Future Business Leaders of America High 5 Club (anti-drug) National Honor Society Student Council Government	Extracurricular Experiences: Drama, Speech, Chess Club, Football, Volleyball Basketball, Track, Baseball, Wrestling, Cheerleading Pom Pom/Dance	
Work-Based Learning Experiences: Examples: Career Preparation – paid/unpaid Job Shadowing Internships	Program Accreditation and/or Professional Association(s): National FBLA-PBL	
Service Learning Experiences: Leo Club		
Career Options:		Salary Range:
Certificate	Entrepreneur, E-Sales Specialist, Client Contact Specialist, Administrative Services	\$ - \$\$
Associate Degree	Purchaser, Product Promoter, Independent Distributor, Department Manager, Franchise Manager	\$\$
Bachelor Degree	Advertising Promotions, Property Manager, Promotions Manager, Project manager, Small Business Owner, Business Principal, Investor	\$\$ - \$\$\$
Graduate Degree	Sales or Marketing Manager, Business Executive, Production Manager, Business Developer, Management Consultant, Business Investor, Company President	\$\$ - \$\$\$\$

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

Calhan RJ-1 does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Please direct inquiries to: Lori McCain, Career and Technical Director at Calhan High School, 800 Bulldog Drive, Calhan, CO 80808 (719) 347-2766 X 303.