



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 II, Earth Science, Geography, Spanish I	Suggested Electives: Art, Physical Ed, Yearbook, Industrial Maintenance
		Career Path Courses:	Computer Applications I, Introduction to Business	
* Default includes CDHE Higher Education Admission Requirements	10 th	Core Academic Courses*:	English II, Geometry, Biology, World History, Spanish II	Suggested Electives: Art, Physical Ed, Yearbook, Industrial Maintenance, Life Skills
		Career Path Courses:	Computer Applications II, Business Math	
	11 th	Core Academic Courses*:	English III, Pre Calculus, Chemistry, US History	Suggested Electives: Art, Physical Ed, Yearbook, Industrial Maintenance
		Career Path Courses:	Accounting I, Work Release	
	12 th	Core Academic Courses*:	English IV, Calculus, Physics, Government	Suggested Electives: Art, Physical Ed, Yearbook, Industrial Maintenance
		Career Path Courses:	Work Release, Accounting II	

Secondary to Postsecondary Linkages & Certifications

Recognition for Advanced Learning	Postsecondary Credit Options: Academic & Vocational credit options available through Trinidad State Junior College, Dual Credit
	Industry Recognized Certificate(s) or License(s): Trinidad State Junior College - Associate of Applied Science (AAS), Associate of General Studies (AGS)

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)</p>	<p>Extracurricular Experiences:</p> <p>Student Council Officer School Class Officer School Newspaper Yearbook</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 Letter Winners Club National Honor Society</p>
<p>Service Learning Experiences:</p> <p>Community Service Volunteer</p>	

Career Options:

Salary Range:

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

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

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