




**Aims Community College
Business Technologies
Postsecondary Plan of Study**

	Pathway: Business Management & Administration	Plan of Study: Business Technologies <p align="right">Web ID 4165</p>
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<p>Career Goal (O*Net Code): (Click the occupational title to access education, skills, and employment outlook information)</p> <p>First-Line Supervisors/Managers of Office and Administrative Support Workers (43-1011.00)* Executive Secretaries and Administrative Assistants (43-6011.00)* Office and Administrative Support Workers, All Other (43-9199.00) Administrative Services Managers (11-3011.00) Secretaries, Except Legal, Medical, and Executive (43-6014.00)*</p> <p>* High Demand Career</p> <p>Aims Business Technology Web Site</p>	<p>Relevant Occupational Experience</p> <p>Pathway Overview: The Management and Administration pathway focuses on careers in organizing, directing, and evaluating functions essential to productive business operations.</p> <p>Relevant Skills: Typing; filing; scheduling appointments and meetings; making travel and accommodation arrangements; possibly performing basic bookkeeping, accounting, and research duties; possibly organizing large meetings and conferences.</p> <p>Military: Administrative Officer, Administrative Support Specialist and Personnel Specialist.</p> <p>CCCS Credit for Prior Learning Guide Contact Aims Assessment Center for Credit for Prior Learning assistance.</p> <p>Related Occupations: Executive Secretaries and Administrative Assistants</p>
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Possible Pathways to your Career!

	Programs Available	Program Length (*Based on meeting Program Entrance Requirements)	Estimated Tuition (in-district)	Career Options	Salary Range
Certificate Option(s)	Business Technology Word Processing Skill Enhancement Multi-Media Skill Enhancement Advanced Office Specialist	31 credits (2 Sem) 6 credits (1 Sem) 6 credits (2 Sem) 18 credits (2 Sem)	\$2627.40 \$539.40 \$539.40 \$1573.20	Office Manager, Team Leader, Customer Service Manager, Customer Service Supervisor, Office Supervisor, Accounting Manager, Director, Office Coordinator, Accounts Payable Supervisor, Administrative Supervisor, Administrative Assistant, Executive Assistant, Executive Secretary, Administrative Secretary, Office Manager, Administrative Coordinator, Administrative Aide, Administrative Associate, Executive Administrative Assistant, Secretary	\$\$\$-\$\$\$\$



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Associate Degree(s)	Administrative Assistant Option	60-62 credits (4 Sem)	\$5124-\$5255	Office Manager, Team Leader, Customer Service Manager, Customer Service Supervisor, Office Supervisor, Accounting Manager, Director, Office Coordinator, Accounts Payable Supervisor, Administrative Supervisor, Administrative Assistant, Executive Assistant, Executive Secretary, Administrative Secretary, Office Manager, Administrative Coordinator, Administrative Aide, Administrative Associate, Executive Administrative Assistant, Secretary	\$\$-\$\$\$
Aims has business articulations with Liberty, Platte Valley, and Thompson High Schools. High School students can take classes under Concurrent Enrollment or PSEO.				How to get Articulation Credit	
Articulation Opportunities to Advanced Degrees:					
Advanced Degree(s)		120+ credits			

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

08-09 Placement Trends: Accounting	17 completers	*R 67%	*U 11.1%	*R related occupation *U unrelated occupation	
The 3 year median loan debt incurred by program completers	<i>(Needs to be calculated by Student Financial Aid)</i>				
CollegeInColorado's SLOPE Calculator	SLOPE calculates your estimated monthly payment for student loans and compares it to your projected earnings for your career choice. The results will indicate how much you can borrow comfortably based upon your career.				
College Tuition Comparison Guide	Compare Colleges Resident and Non-resident tuition and fees.				



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Extended Learning Experiences

Support Services:

[Services for Students](#) – Academic Support, Advising, Bookstore, Campus Technology, Career Center, E-Cashier, Disability Services, Fitness Facilities, Financial Aid, Library, Learning Commons, Student Life, Student Success Center, Testing Center, Tutoring & Supplemental Instruction.

Financial Aid:

[General Financial Aid Information](#) – Aims Community College offers a wide variety of financial aid programs and services to help you meet your educational costs including Federal & State Grants, Scholarships, Work-Study Program

Professional Affiliations

Needs to be provided by department

[American Fact Finder](#)

[Association of Executive and Administrative Professionals \(AEAP\)](#)

[Desk Demon](#)

[E-Business Ethics Center](#)

[E-Commerce Guide](#)

[E-Commerce Times](#)

[Hoovers Online](#)

[International Association of Administrative Professionals \(IAAP\)](#)

[Nielsen Media Research](#)

[Public Register's Annual Report Service](#)

[Small Business Administration](#)

[Occupational Outlook Handbook – Secretaries and Administrative Assistants](#)

Practical Learning Experiences:

(Insert non-classroom learning experiences here – i.e. internships, job shadowing, etc...)



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Aims Community College is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools.

Aims Community College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Please direct inquiries to: Sandra Owens, 5401 West 20th Street P.O. Box 69, Greeley CO. 80634.

*** It is strongly recommended that if students are intending to transfer to a four-year institution, they consult with the transfer institution to determine transferability of their Aims Community College courses.*

**** This document is a guide only. It does not act as a legally binding contract.*

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