

	<p>Pathway: Business Management & Administration</p>	<p><i>Plan of Study: Business Technologies</i></p> <p style="text-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)*</p> <p>Executive Secretaries and Administrative Assistants (43-6011.00)*</p> <p>Office and Administrative Support Workers, All Other (43-9199.00)</p> <p>Administrative Services Managers (11-3011.00)</p> <p>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)	Tuition	Career Options	Salary Range
Certificate Option(s)	<p>Advanced Office Specialist (2 semesters)</p> <p>Introduction to Medical Transcription and Coding (2 semesters)</p> <p>Medical Transcription and Coding (3 semesters)</p> <p>Multimedia Presentation Skill Enhancement (2 semesters)</p> <p>Word Processing Skill Enhancement (2 semesters)</p> <p>Business Technology Certificate (2 semesters)</p>	<p>18 credits</p> <p>19 credits</p> <p>32 credits</p> <p>6 credits</p> <p>6 credits</p> <p>31 credits</p>	<p>Aims Tuition</p>	<p>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</p>	<p>\$\$-\$\$\$</p>



**Aims Community College
Business Technologies
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Updated Summer 2013

Associate Degree(s)	Administrative Assistant, A.A.S. (2 years) Medical Administrative Assistant, A.A.S. (2 years)	60-62 credits 61-62 credits	Aims Tuition	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	\$\$\$\$
	* \$ = \$15-25,000; \$\$ = \$25-55,000; \$\$\$ = \$55-90,000; \$\$\$\$ = Above \$90,000				
Advanced Degree(s)	Executive Assistant/Executive Secretary (none in Colorado)	120+ credits			
<p>Aims has business articulations with District 6 schools, Ft. Lupton HS, Liberty, Platte Valley, and Thompson High Schools. High School students can take college classes during their 11th & 12th grade years for free under Concurrent Enrollment legislation. See your counselor for more information. How to get Articulation Credit</p> <p>Articulation Opportunities for High School Students:</p> <p>BUSINESS TRANSFER STATEWIDE ARTICULATION AGREEMENT</p> <p>Articulation Opportunities to Advanced Degrees:</p>					

	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 <ul style="list-style-type: none">○ Colorado Community Colleges System○ Colorado Commission on Higher Education○ Higher Learning Commission, North Central Association of Colleges and Schools
Aims Kiefer Library Subject Guide – Business
Practical Learning Experiences: BUS 281 - Internship
Work Environment and Physical Demands <p>Occupations often can be performed by those with disabilities when provided with appropriate adaptations.</p> <ul style="list-style-type: none">• Work is done in offices and board rooms.• The setting is usually very formal.• The 35-40 hour workweek is standard, but overtime may be required.• Workers say they have some stress from having to take responsibility for making their own decisions.• May use computers for word processing. <p>To find adaptations used for specific disabilities, go to the Job Accommodation Network's Searchable Online Accommodation Resource (SOAR). Source: EUREKA, the California Career Information System</p>

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.*