



PLAN OF STUDY

OFFICE MANAGER

Business

PATHWAY: **Administrative Services**

PLAN OF STUDY: **Office Manager**





Pathway: Administrative Services

Plan of Study: Office Manager

Career Goal (O*Net Code): Office Manager (43-6011), Information Clerk (43-4171), Dispatcher (43-5032), Medical Secretary (43-6013), Paralegal (23-2011).

Suggested High School Courses

Pueblo City Schools – High School	9th	Core Academic Courses*:	Freshman Lit. & Comp.; US History I; Intro. to Biology/Biology I; Algebra or Geometry; World Language I; Health; Freshman Seminar	Suggested Electives:	Art; Band; Choir; Speech I; P.E.; Drama
		Career Path Courses:	Computer Applications		
	10th	Core Academic Courses*:	Sophomore Literature & Composition; US History 2; Biology I or Integrated Physical, Earth & Space; Geometry or Algebra II; World Language 2	Suggested Electives:	Art; Band; Choir; Speaking & Listening; P.E.; Drama; Digital Imaging I
		Career Path Courses:	Business Finance; Fundamentals of Accounting; Principles of Business		
	11th	Core Academic Courses*:	Grammar, Vocabulary, & Composition Review or other English; US History AP or other History; Biology 2 STS/Chemistry or other Science; Pre Calculus STS or other Math; World Language 3	Suggested Electives:	Journalism; Marketing; P.E.; Drama; Digital Imaging II; Speech II
		Career Path Courses:	Business Finance; Fundamentals of Accounting; Principles of Business; Computer Information Systems-STS		
	12th	Core Academic Courses*:	AP Literature & Composition or other English; American Government/Economics or other History; Anatomy/Physiology STS or other Science; Calculus or other Math; World Language 4	Suggested Electives:	Journalism or Annual Staff; Marketing 2; P.E.
		Career Path Courses:	Business Finance, Fundamentals of Accounting, Principles of Business, Computer Information Systems-STS, Career Connections, Career Connections Internship		

Secondary to Postsecondary Linkages & Certifications

Recognition for Advanced Learning	Postsecondary Credit Options: Four (4) Senior-to-Sophomore credits with CSU-Pueblo for the CIS-STS class; Advanced Credit Pathway courses to be aligned with Pueblo Community College
	Industry Recognized Certificate(s) or License(s):

Postsecondary Education Opportunities	Postsecondary Programs Available in Colorado		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 Officer Technologies; Medical Office Management	AVS: Emily Griffith, Pickens Technical College Community Colleges/Colleges: Aims CC; Colorado Mountain College; Colorado Northwestern CC; CC of Aurora; CC of Denver; Front Range CC; Morgan CC; Pikes Peak CC; Pueblo CC; Red Rocks CC; Otero Jr. College; Arapahoe CC; More options: www.collegeincolorado.org	High School diploma/ GED
	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; Red Rocks CC; Trinidad State Jr. College More options: collegeincolorado.org	High School diploma/ GED
	Bachelor Degree	Business Administration	Adams State College; Fort Lewis College; Mesa State College; Metropolitan State College of Denver; Western State College More options: collegeincolorado.org	See each school's Admissions website.
	Graduate Degree	Business Administration, MBA	Colorado State University-Pueblo; Mesa State College; University of Colorado-Denver; University of Colorado-Boulder More options: collegeincolorado.org	See each school's Admissions website.

These Colorado institutions do not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. Please direct inquiries to the Colorado institution's AA/EEO officer.

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/Phi Beta Lambda (FBLA-PBL)
 Distributive Education Clubs of America (DECA)
 Students in Free Enterprise (SIFE)
 Business Professionals of America (BPA)

Extracurricular Experiences:

Academic Tutoring
 Performing Arts
 Student Government
 School Newspaper
 Yearbook
 CTSO Chapter/State Officer
 Key Club

Work-Based Learning Experiences:

Career Preparation (i.e. resume writing, letters of application, job interview questions, etc.)
 Paid and Unpaid Job Experience
 Job Shadowing
 Internships

Program Accreditation and/or Professional Association(s):

American Association for Medical Transcription
 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-PBL Professional Division
 International DECA Professional Division

Service Learning Experiences:

March of Dimes, YWCA, local nursing homes/assisted living facilities, Stand Up for Kids; Boy Scouts or Girls Scouts of America; other Community Service organizations

Career Options:

Salary Range:

Certificate	Information Clerk; Dispatcher; Human Resource Assistant	\$ - \$\$
Associate Degree	Medical Secretary; 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	Department or Division Manager	\$\$\$\$

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

Pueblo City Schools does not discriminate on the basis of disability, race, color, religion, sex, national origin, or age in access to, employment in, or in the provision of any of Pueblo City Schools' programs, benefits, or activities. Inquiries regarding Pueblo City Schools' compliance with Title IX, Section 504, Title VI, Title VII, Americans with Disabilities Act – 1990, and Affirmative Action may be referred to the Equal Employment Opportunity/Affirmative Action Compliance Officer for Pueblo City Schools, 315 West 11th St., Pueblo, CO (719-549-7162).

Si hay preguntas sobre esta informacion por favor de llamar la escuela de su niños.



Personal Learning Plan

Student Information

Name _____

Career Cluster or Career Pathway of Interest _____

Plan Last Reviewed On: ____/____/____ Grade: 7 8 9 10 11 12

Coursework

	Middle School	9th Grade	10th Grade	11th Grade	12th Grade	Advanced Coursework	PCS Diploma with CTE endorsement (credits earned)
Language Arts							
Math							
Science							
Social Studies							
Career & Tech Courses							
Additional Requirements & Electives							

Extended Learning

	Middle School	9th Grade	10th Grade	11th Grade	12th Grade	Advanced Coursework	PCS Diploma with CTE endorsement (credits earned)
School Activities							
Community Activities							
Work-based Learning/ Experience							