## 2017 – 2018 COMMUNITY COLLEGE OF DENVER BUSINESS TECHNOLOGY

### **Office Assistant**

Certificate

2 semesters\*\*

#### Classes Required:

BTE 100 Computer Keyboarding I BTE 102 Keyboarding Applications I

BTE 103 Keyboarding Applications II BTE 120 Intro to Business Practices

BTE 156 Business Math with Calculators

BTE 225 Administrative Office Mngmt CIS 118 Introduction to PC Applications

(19 Credit Hours)

Job Opportunities:

Administrative Assistant, Receptionist, Office Clerk

Salary Range:

entry level: \$10/hour with experience: \$14/hour

The Business Technology Program at Community College of Denver offers clear pathways so you can reach your educational goals. You can study to become an Office Assistant, an Administrative Assistant, an Office Manager or a Health Care Administrative Assistant. CCD... Start here. *Go Anywhere!* 

# taking 5 more classes =

## Administrative Assistant

Certificate

1 additional semester\*\*

#### Classes Required:

BTE 125 Records Management
BTE 257 Managing Office Technology
BUS 217 Business Communication
and Report Writing

CIS 155 PC Spreadsheet Cncpts: Excel CIS 218 Advanced PC Applications

(15 Additional Credit Hours)

#### Job Opportunities:

Administrative Assistant, Receptionist, Office Clerk

Salary Range:

entry level: \$11/hour with experience: \$15/hour

# taking 9 more classes =

# Administrative **Professional**

Associate of Applied Science Degree

2 additional semesters\*\*

#### Classes Required:

ACC 101 Fundamentals of Accounting

BTE 287 Internship

BUS 115 Introduction to Business

COM 115 Public Speaking

ENG 121 English Composition I\*

MAN 116 Principles of Supervision

MAR 160 Customer Service

MAT 120 Mathematics for Liberal Arts\*

PSY 101 General Psychology I\*

**OR** POS 105 Intro to Political Science\*

OR ECO 201 Princ. Macroeconomics\*

(28 Additional Credit Hours)

#### Job Opportunities:

Administrative Assistant, Administrative Professional

Salary Range:

entry level: \$14/hour with experience: \$28/hour



Find out more at ccd.edu/BusinessTechnology or contact Center for Career & Technical Education 303-556-2487

See our costs and tuition information at ccd.edu/tuition

Colorado Resident Student Example

Tuition & Fees per semester taking 5 classes (15 credit hours): \$2696.18

Average financial aid award per semester: \$1952.00. \*\*\*

AAS Transferable to Regis University to Complete a Bachelor of Applied Science Degree with an Emphasis in Management

## 2017 – 2018 COMMUNITY COLLEGE OF DENVER BUSINESS TECHNOLOGY

## **Office Assistant**

Certificate

2 semesters \*\*



#### Classes Required:

BTE 100 Computer Keyboarding I
BTE 102 Keyboarding Applications I
BTE 103 Keyboarding Applications II
BTE 120 Intro to Business Practices
BTE 156 Business Math with Calculators

BTE 257 Managing Office Technology CIS 118 Introduction to PC Applications

Job Opportunities:

Salary Range: entry level: \$10/hour with experience: \$14/hour

Administrative Assistant.

Receptionist, Office Clerk

The Business Technology Program at Community College of Denver offers clear pathways so you can reach your educational goals. You can study to become an Office Assistant, an Administrative Assistant, an Office Manager or a Health Care Administrative Assistant. CCD... Start here. *Go Anywhere!* 

# taking 6 more classes =

# Healthcare Administration

Certificate

1 addidional semester\*\*



(19 Credit Hours)

#### Classes Required:

BTE 125 Records Management
BTE 225 Administrative Office
Management
CIS 155 PC Spreadsheet Cncpts: Excel
HPR 178 Medical Terminology
MOT 209 Introduction to ICD-9 Coding

Select An Additional 2 Credit Hours with Advisor's Approval (15 Additional Credit Hours) Job Opportunities:

Medical Admin Assistant Medical Coordinator Medical Secretary

Salary Range: entry level: \$10/hour

with experience: \$17.50/hour

# taking 9 more classes =

## Healthcare Administration

Associate of Applied Science Degree

2 additional semesters\*\*



#### Classes Required:

ACC 121 Accounting Principles I
BUS 115 Introduction to Business
CIS 218 Advanced PC Applications
COM 115 Public Speaking
OR COM 125 Interpersnl Communication
ECO 202 Principles of Microeconomics\*
ENG 121 English Composition I\*
ENG 122 English Composition II\*
MAR 216 Principles of Marketing
MAT 135 Introduction to Statistics\*

( 26 Additional Credit Hours)

#### Job Opportunities:

Medical Admin Assistant Medical Coordinator Medical Secretary

Salary Range:

entry level: \$17.50/hour with experience: \$26/hour

\*Guaranteed-Transfer course. See catalog for more information.

# Find out more at ccd.edu/BusinessTechnology or contact Center for Career & Technical Education 303-556-2487

**COMMUNITY** 

COLLEGE OF

DENVER

See our costs and tuition information at ccd.edu/tuition

Colorado Resident Student Example
Tuition & Fees per semester taking 5 classes (15 credit hours): \$2696.18
Average financial aid award per semester: \$1952.00.\*\*\*

AAS Transferable to Metropolitan State University of Denver to complete a Bachelor of Science in Healthcare Management or Transferable to Regis University to Complete a Bachelor of Applied Science Degree with an Emphasis in Management