2015 – 2016 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 Assistant
Associate of Applied Science Degree

2 additional semesters**

Classes Required:
ACC 101 Fundamentals of Accounting
BTE 287 Internship
BUS 115 Introduction to Business
CIS 145 Complete PC Database
COM 115 Public Speaking
ENG 121 English Composition I*
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

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

COMMUNITY COLLEGE OF DENVER

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): $2458.16
   Average financial aid award per semester: $1875.81.***

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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!*

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

taking 6 more classes =

Office Manager
Certificate

2 semesters**

Classes Required:
ACC 101 Fundamentals of Accounting
BTE 125 Records Management
BUS 115 Introduction to Business
CIS 155 PC Spreadsheet Cncpts: Excel
MAN 200 Human Resources Mgmt I
MAR 160 Customer Service
(18 Credit Hours)

Job Opportunities:
Office Manager
Administrative Professional

Salary Range:
entry level: $10/hour
with experience: $17.50/hour

taking 9 more classes =

Office Manager
Associate of Applied Science Degree

2 additional semesters**

Classes Required:
BTE 187 Cooperative Ed/Internship
BTE 257 Managing Office Technology
BUS 217 Business Communication
   and Report Writing
CIS 218 Advanced PC Applications
COM 115 Public Speaking
ENG 121 English Composition I*
MAN 226 Principles of Management
MAT 120 Mathematics for Liberal Arts*
PSY 101 General Psychology I*
 OR POS 105 Intro to Political Science*
 OR ECO 201 Princ. Macroeconomics*
(27 Additional Credit Hours)

Job Opportunities:
Office Manager
Administrative Professional
Office Coordinator

Salary Range:
entry level: $17/hour
with experience: $28.50/hour

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

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Colorado Resident Student Example
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2015–2016 COMMUNITY COLLEGE OF DENVER **BUSINESS TECHNOLOGY**

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!*

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
(19 Credit Hours)

Job Opportunities:
Administrative Assistant, Receptionist, Office Clerk

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

taking 6 more classes =

Healthcare Administration
Certificate

3 semesters**

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*
(28 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.

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

COMMUNITY
COLLEGE OF
DENVER

Find out more at **ccd.edu/BusinessTechnology**
or contact **Center for Career & Technical Education**
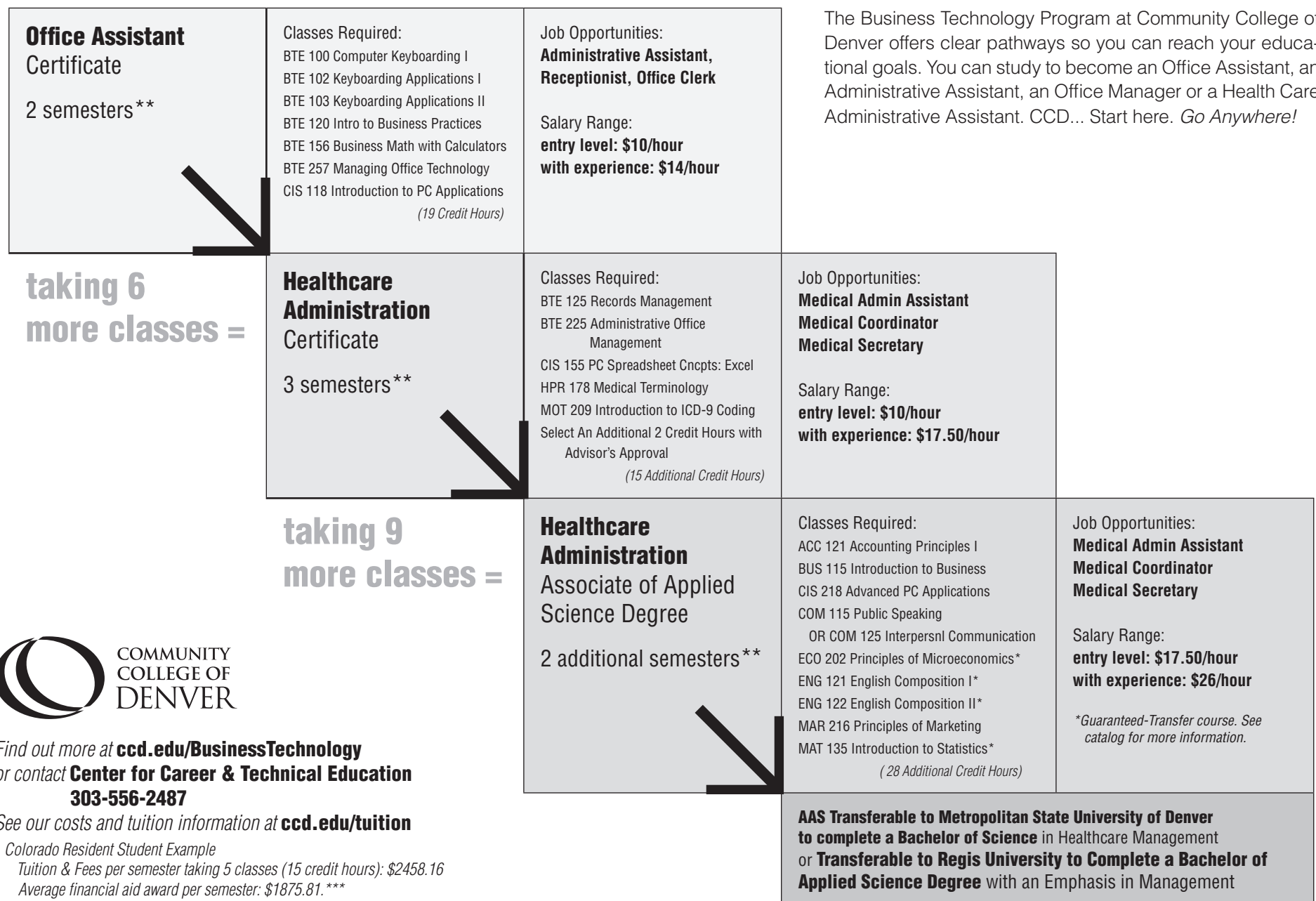   **303-556-2487**
See our costs and tuition information at **ccd.edu/tuition**

   Colorado Resident Student Example
   Tuition & Fees per semester taking 5 classes (15 credit hours): $2458.16
   *Average financial aid award per semester: $1875.81.****

Information from the 2015/16 CCD Catalog, See current catalog or meet with an academic advisor for more info. Information on occupations, rates for completion and placement, program costs and median loan debt may be found at www.ccd.edu/gainfulemployment. Salary information derived from O*NET Online. **Assuming full-time enrollment of 4-5 classes (12-15 credit hours) per semester. ***Your actual award may vary. Example based on a Colorado resident, dependent student with $45-$60,000/year income in a household with 4 or less people with 2 or less people in college. Updated 9/15