Trinidad State Junior College
Postsecondary Plan of Study

**Pathway: Accounting and Business/Management**

**Plan of Study: Business Management-Office**

Career Goal (O*Net Code): (Click below to access education, skills, and employment outlook information)
- Office Clerks, General
- Office and Administrative Support Workers, All Other
- Receptionists and Information Clerks
- Graphic Designers
- Desktop Publishers

- Green Job
- Bright Outlook

Relevant Occupational Experience
(Your Life Experiences may be worth College Credit!):
- https://www.cccs.edu/current-students/credit-for-prior-learning/

Occupational and Military experience can be used toward Credit for Prior Learning. The per-credit charge will not exceed one-half of the current in-state per-credit tuition. Please see the above document for more details about Credit for Prior Learning.

LMI Gateway Link to Related Occupations

Trinidad State has these Programs Available as Possible Pathways to your Career

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Program Length</th>
<th>Estimated Tuition</th>
<th>Estimated Cost of Books and Materials</th>
<th>Salary Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Job Skills Mini Certificate</td>
<td>21 credit hours</td>
<td>$2842.93</td>
<td>$1016.00</td>
<td>$66090 - $75120</td>
</tr>
<tr>
<td>Graphic Design Certificate</td>
<td>25 credit hours</td>
<td>$3347.89</td>
<td>$699.00</td>
<td>$66090 - $75120</td>
</tr>
<tr>
<td>Office Basics Mini-Certificate</td>
<td>22.5 credit hours</td>
<td>$3032.96</td>
<td>$1419.00</td>
<td>$66090 - $75120</td>
</tr>
<tr>
<td>Office Professional Certificate</td>
<td>27 credit hours</td>
<td>$3777.58</td>
<td>$1628.00</td>
<td>$66090 - $75120</td>
</tr>
</tbody>
</table>

Articulation Opportunities to Advanced Degrees:

[College Tuition Comparison Guide]

*Career & Technical Education is delivered through the Colorado Community College System [www.cccs.edu]*
### Extended Learning Experiences

**Support Structures:**
- TRiO Services, Learning Center, Drop in Tutoring, Disability Support Services, Academic Advising, Intervention, Transfer Assistance/Guidance, Career Services

**Financial Aid:**
- FASFA, Grants, Student Loans, Workstudy Opportunities, College Opportunity Fund (COF), Veterans Benefits, Scholarships

**Professional Affiliations**

**Practical Learning Experiences:**
- Career Preparation
- Volunteering/Service Learning
- Paid and Unpaid Internships
- Job Shadowing

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Trinidad State Junior College is accredited by the Higher Learning Commission and a member of the North Central Association of Colleges and Schools.

Trinidad State Junior 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: Human Resources, TSJC 600 Prospect Street, Trinidad, CO 81082.719-846-5534

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

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