

Business - Management & Leadership

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What drives you?
BARTON
COMMUNITY COLLEGE

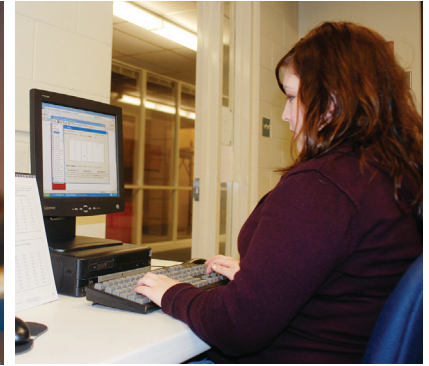
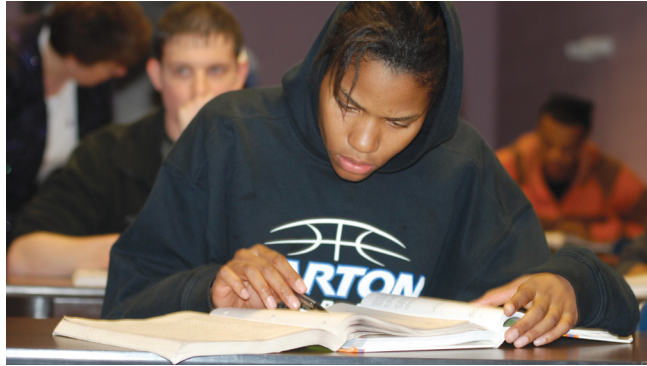
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What are the opportunities?

- Two-year Associate of Applied Science degree.
- Prepares students for entry-level or lower level management positions.
- Today's managers must have a blend of management and leadership skills.
- Provides students with a general broad-base knowledge of business concepts.
- Program is great for current employees in the workforce to refine their skills.
- Coursework includes: management, ethics, leadership, customer service, human relations, principles of management, Spanish for the workforce, marketing, and computer concepts courses.

Why Barton?

- Instructors will know student's names and their individual learning goals.
- Small classes with one on one attention.
- Instructor led study sessions.
- Instructors have industry connections and will help students make the transition to the workforce.



Occupational Outlook:

- Education and training requirements vary by job responsibility. For first-line administrative services managers, many employers prefer to hire people who have an associate degree in business or management.
- Administrative services managers employed in management services and management consulting are in demand
- The proliferation of facility management outsourcing should result in employment growth in facilities management firms as companies increasingly look to outside specialists to handle the myriad of tasks that have become increasingly complex and expensive.

US Department of Labor Occupational Outlook Handbook 08/09

- Administrative Services Managers - Kansas 10th percentile salary range is \$38,300.

Kansas Career Pipeline



Non-Discrimination Notice: To provide equal employment, advancement and learning opportunities to all individuals, employment and student admission decisions at Barton will be based on merit, qualifications, and abilities. Barton County Community College does not discriminate on the basis of any characteristic protected by law in all aspects of employment and admission in its education programs or activities. Any person having inquiries concerning Barton County Community College's non-discrimination compliance policy, including the application of Equal Opportunity Employment, Titles IV, VI, VII, IX, Section 504 and the implementing regulations, is directed to contact the College's Compliance Officer, Barton County Community College, Room A-123, Great Bend, Kansas 67530 (620) 792-9234. Any person may also contact the Director, Office of Civil Rights, U.S. Department of Education, Washington, DC 20201.

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