

Business - Management & Leadership

bml.bartonccc.edu

What drives you?
BARTON
COMMUNITY COLLEGE

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What are the opportunities?

- Two-year Associate of Applied Science degree (not meant for transfer).
- 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 and to become better employees.
- 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:

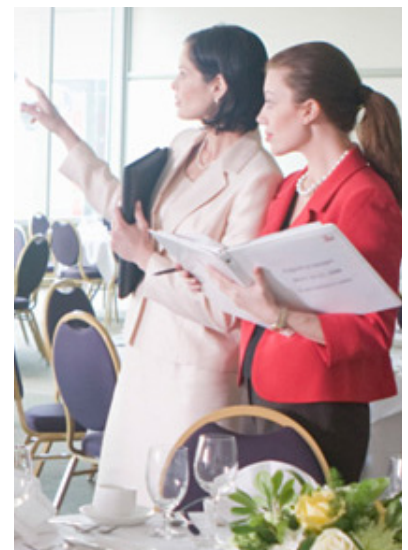
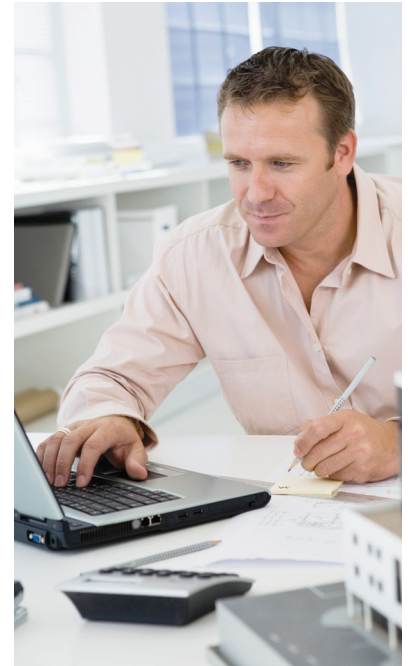
- Education and training requirements vary by job responsibility. For first-line administrative services managers, many employers prefer to hire people who have an associate degree in business or management.
- Administrative services managers employed in management services and management consulting 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

Certificate Program Available - Entrepreneurial Emphasis

- Entrepreneurs are vital to economic growth.
- Entrepreneurs start businesses that hire people, pay taxes, create demand for their product and services which create more jobs, develop new technologies and instill confidence in people.
- The economy needs you and the entrepreneurial program is here to help you create, develop, manage and grow your business.
- 18 hour certificate program includes everything you need to start and grow your business, including understanding entrepreneurship, general accounting, supervisory skills, management processes and customer service.



Non-discrimination Notice: Barton Community College is an equal opportunity provider and employer. Visit equal.bartonccc.edu for more information.

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