

Administrative Office

Administrative Assistant

Qualified Federal Financial Aid Program

Course	Title	Credits
ACC 101	Fundamentals of Accounting	3
ACC 102	Accounting Hands-on Lab	2
BTE 100	Computer Keyboarding	1
BTE 108	Ten-Key by Touch	1
BTE 111	Keyboarding Speedbuilding I	2
BTE 156	Business Math with Calculators	4
BTE 160	Data Entry I	2
BTE 166	Business Editing Skills	3
BTE 255	Word Processing Techniques II	3
BUS 287	Cooperative Education	1
CIS 118	Intro PC Applications	3
CIS 128	Windows Complete	3
CIS 130	Introduction to the Internet	1
CIS 135	Complete PC Word Processing: Word	3
CIS 140	Microsoft Outlook	1
CIS 155	PC Spreadsheet Concepts: Excel	3
CIS 185	Word Lab	1
CIS 185	Outlook Lab	1
COM 101	Employment Strategies	1
COM 262	Communicating with Impossible People	1
ENG 113	Business English	3
MAN 278	First time supervisor: Seminar	1
MAR 160	Customer Service	3
Total Program Credits		47

Estimated Program Cost \$3,869.00
Estimated Materials Cost \$1,200.00
Estimated Completion Time 11 months

Administrative Clerk/Receptionist

BTE 100	Computer Keyboarding	1
BTE 108	Ten-Key by Touch	1
BTE 111	Keyboarding Speedbuilding I	2
CIS 118	Intro PC Applications	3
CIS 128	Windows Complete	3
CIS 131	Word Processing I	1
CIS 140	Microsoft Outlook	1
CIS 185	Outlook Lab	1
COM 101	Employment Strategies	1
COM 262	Comm. with Impossible People	1
ENG 113	Business English	3
MAR 160	Customer Service	3
Total Program Credits		21

Estimated Program Cost \$1,722.00
Estimated Materials Cost \$942.00
Estimated Completion Time 5 months



- Work in diverse industries (both size and type)
- Enjoy the opportunity to choose from a wide variety of job titles
- Work in a multi-task environment using a variety of skills
- Earn salaries of \$18,000-\$29,000 per year
- Students may take individual courses or complete the whole program
- Flexible scheduling available



1250 Welton Street • Denver, CO 80204
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 720-423-4700

Register Today!

By Telephone 720-423-4702
 In Person 2nd Floor Registration Desk
 1250 Welton Street, Denver
 Online www.emilygriffith.edu

Administrative Office Job Information

PROGRAM DESCRIPTION

This program prepares students to perform supportive office functions including word processing, spreadsheets, email, and researching the Internet. Program prepares students to work in positions providing office support.

RELATED JOB TITLES

Administrative Assistants
Correspondence Clerks
Couriers and Messengers
Customer Service Representatives
Data Entry Operators
File Clerks
Hotel, Motel, and Resort Desk Clerks
Human Resources Assistants
Insurance Claims and Policy Processing Clerks
Library Assistants, Clerical
Loan Interviewers and Clerks
Mail Clerks
New Accounts Clerks
Office Clerks, General
Office Machine operators
Office Support
Order Clerks
Police, Fire, & Ambulance Dispatchers
Postal Service Clerks
Receptionists & Information Clerks
Secretaries
Switchboard Operators
Tellers
Word Processors

GENERAL JOB REQUIREMENTS

Keyboarding speed 25 to 50+ wpm
Computer Literacy
Proficient in Word, Excel
Key from straight copy, rough draft
Basic accounting
Data entry 8000 key strokes per hour
Edit copy prepare final copy
Filing and Records Management
Good communication skills
Good customer service skills
Good organization skills
Good phone skills
Operate various office machines (copier, fax, etc.)
Willing to perform a variety of tasks

Estimated Salaries

(Based on Colorado Dept. of Labor Occupational Outlook Handbook)

Job Title	Hourly Pay	Annual Salary
<i>Receptionist and Information Clerks</i>		
Entry Level	\$9.50	\$19,750
Experienced	\$14.83	\$30,840
<i>Data Entry</i>		
Entry Level	\$9.22	\$19,190
Experienced	\$14.56	\$30,290
<i>Administrative Assistants/Secretaries</i>		
Entry Level	\$11.02	\$22,920
Experienced	\$19.54	\$40,640

POTENTIAL EMPLOYERS

State/Local Government Agencies
Federal Government Agencies
Non-profit Organizations
Social Service Agencies
Oil and Gas Companies
Hospitality, Hotels, and Motels
Banks & Credit Unions
Communication Industries
Insurance Agencies
Schools and Colleges
Investment Firms
Small Businesses
Staffing Agencies

JOBS ONLINE

Go to the Emily Griffith Opportunity School web site at <http://careers.egos-school.com>
Select "job links" for a listing of jobs available

REGISTRATION

See an advisor, at the 2nd Floor Registration area or call 720-423-4712 for an appointment.

FINANCIAL AID

Available through the Financial Aid Office.
Call 720-423-4744 for information regarding the types of aid available for this course/program.