

Professional Office Skills

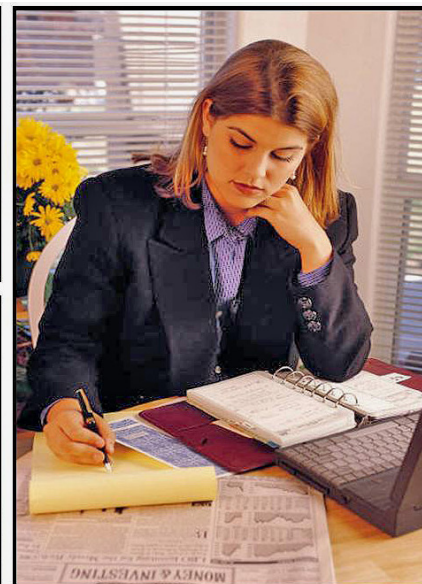
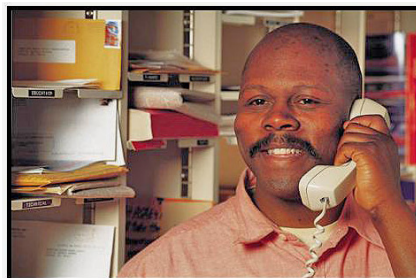
Professional Office Skills

Qualified Federal Financial Aid Program

Prepares students to perform general office functions and use office software for word processing. Students who complete this program should be able to seek jobs in basic computer skills and general office skills.

Course	Title	Credits
BTE 100	Computer Keyboarding	1
BTE 111	Keyboarding Speedbuilding I	2
BTE 160	Data Entry I	2
BTE 166	Business Editing Skills	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 Spreadsheets Concepts: Excel	3
CIS 185	Outlook Lab	1
CIS 185	Word Lab	1
COM 101	Employment Strategies	1
COM 262	Communicating with Impossible People	1
ENG 113	Business English	3
MAR 160	Customer Service	3
MAT107	Career Math	3
Total Program Credits		36

Estimated Program Cost \$2,957.00
Estimated Materials Cost \$900.00
Estimated Completion Time 9 months



- Work in diverse industries (both size & type)
- Enjoy the opportunity to choose from a wide variety of job skills
- Work in a multi-task environment using a range of business and clerical skills
- Earn salaries of \$14,600 - \$30,000 per year
- Students may take individual courses or complete the entire program



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

Register Today!

By Telephone
 In Person

720-423-4702
 2nd Floor Registration Desk
 1250 Welton Street, Denver

Online

www.emilygriffith.edu

Professional Office Skills Job Information

RELATED JOB TITLES

Correspondence Clerks
 Couriers & Messengers
 Customer Service Representatives
 Data Entry Operators
 File Clerks
 Hotel, Motel, and Resort Desk Clerks
 Human Resources Assistants
 Library Assistants, Clerical
 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
 Switchboard Operators
 Tellers

TRANSFERABLE JOB SKILLS

Keyboarding speed 25 to 40 wpm
 Basic computer skills
 Key from straight copy, rough draft
 Edit copy
 Filing and Records Management
 Good communication skills
 Good customer service skills
 Good organizational 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 Titles	Hourly Pay	Annual Salary
<i>Receptionist and Information Clerks</i>		
Entry Level	\$12.86	\$26,760
Experienced	\$20.22	\$42,050
<i>General Office Clerks</i>		
Entry Level	\$9.53	\$19,820
Experienced	\$16.43	\$34,170
<i>Customer Service Clerks</i>		
Entry Level	\$11.62	\$24,160
Experienced	\$18.49	\$38,470
<i>Mail Clerks</i>		
Entry Level	\$10.02	\$20,840
Experienced	\$15.73	\$32,710
<i>Data Entry</i>		
Entry Level	\$9.22	\$19,190
Experienced	\$14.56	\$30,290

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.