

Professional Office Skills

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Qualified Federal Financial Aid Program

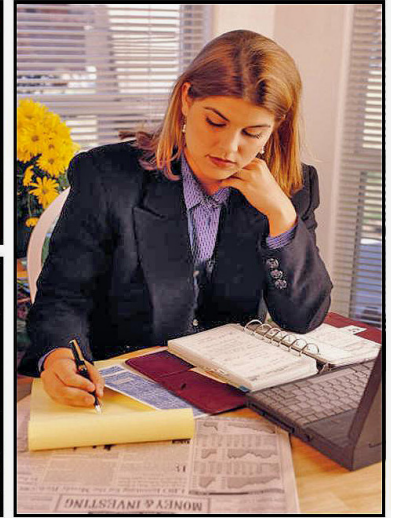
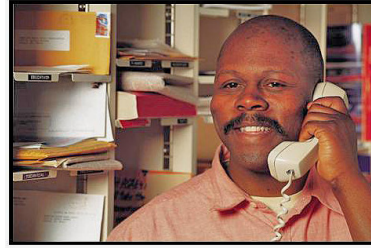
Prepares students to perform general office functions and use office software for word processing. Students who complete this program should be able to seek jobs in basic computer skills and general office skills.

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
MAT 107	Career Math	3
Total Program Credits		36

Estimated Program Cost **\$3,336.00**

Additional material and book fees may apply. Please see advisor for exact costs.

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



• Opportunities For All Who Wish To Learn •

Register Today!

By Telephone
In Person

720-423-4702

2nd Floor Registration Desk
1250 Welton St., Denver

Online

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

Estimated Salaries

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

<u>Job Titles</u>	<u>Hourly Pay</u>	<u>Annual Salary</u>
<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

ADVISING

Contact advisor Chris Millius at Chris_Millius@dpsk12.org 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.

Americans with Disabilities Act and EGTC Compliance

The Americans with Disabilities Act prohibits discrimination based on disability in admission to, access to and the operation of programs, services or activities at EGTC. The college is committed to providing an environment where students have the opportunity to attain their educational goals. EGTC provides both physical and programmatic access for all students. Reasonable accommodations will be made in instructional delivery and evaluation methods to ensure full educational opportunities for students. Appropriate documentation of a student's disability is required.

Questions, complaints and requests for additional information may be directed to Eileen Ashford, Special Needs Advisor, 720-423-4742 or email at Eileen_Ashford@dpsk12.org. To learn more about how to request an accommodation and our special services, please refer to our 2011-2012 catalog, Advising and Counseling on page 8 or go to our website, www.emilygriffith.edu.