Online Administrative Clerk/Receptionist

• 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
• Flexible scheduling available

APPLY TODAY!
1860 Lincoln Street, Downtown Denver
6th Floor Registration Desk
Questions? 720-423-4700

Online Administrative Clerk/Receptionist

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BTE 100</td>
<td>Computer Keyboarding</td>
<td>1</td>
</tr>
<tr>
<td>CIS 128</td>
<td>Operating System: Using Windows</td>
<td>3</td>
</tr>
<tr>
<td>MAR 160</td>
<td>Customer Service</td>
<td>3</td>
</tr>
<tr>
<td>ENG 113</td>
<td>Business English</td>
<td>3</td>
</tr>
<tr>
<td>BTE 108</td>
<td>Ten-Key by Touch</td>
<td>1</td>
</tr>
<tr>
<td>COM 262</td>
<td>Communicating with Impossible People</td>
<td>1</td>
</tr>
<tr>
<td>CIS 118</td>
<td>Intro to PC Applications</td>
<td>3</td>
</tr>
<tr>
<td>BTE 111</td>
<td>Keyboarding Speedbuilding I</td>
<td>2</td>
</tr>
<tr>
<td>CIS 140</td>
<td>Microsoft Outlook</td>
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<tr>
<td>COM 101</td>
<td>Employment Strategies</td>
<td>1</td>
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</tbody>
</table>

TOTAL PROGRAM CREDITS 19

Estimated Program Cost $2,354.00
Additional material and book fees may apply. Please see advisor for exact costs.

Enjoy the convenience of fully online classes:
• No required campus visits
• Avoid commuting and parking costs
• Classes are accessible 24/7 on our web-based learning management system
• Use your own computer or EGTC computer labs
• Online classes include interaction with the instructor and classmates

Students should be comfortable with email, the web, and MS Word; have good study skills and be reasonably self-disciplined in their study habits to succeed in online classes.

Program Start Dates:
Administrative Clerk/Receptionist
Part-Time (AM or PM):
8/24/2014 – 4/7/2016
12/9/2015 – 7/19/2016

Part-Time (online):
8/24/2015 – 4/7/2016
12/9/2015 – 7/19/2016

Full-Time (AM and PM):
8/24/2015 – 12/8/2015
10/13/2015 – 2/10/2016
12/9/2015 – 4/7/2016
5/31/2016 – Approximately October 2016
**Online Administrative Clerk/Receptionist**

**Job Information**

**Non-Discrimination Policy**
Emily Griffith Technical College does not discriminate on the basis of race, ethnicity, religion, sex, age, veteran status, disability, or sexual orientation.

**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

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

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

**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

**Registration**
Contact an advisor by calling 720-423-4702.

**Scholarships**
Scholarships may be available to supplement primary sources of payment. Apply online at www.emilygriffith.edu/forms/egtc-scholarship-application.

**Start College Here**
Transfer up to 45 program credits to a Colorado community college, complete the five required academic courses, and earn an Associate of Applied Sciences or Associate of General Studies Degree.

**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 Phil Robberson, Disability/Learning Services Coordinator, 720-423-4742 or email at Phil.Robberson@emilygriffith.edu.

To learn more about how to request an accommodation and our special services, please refer to our 2015-2016 catalog, Advising and Counseling on page 8 or go to our website, www.emilygriffith.edu.