

Administrative Clerk

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Location:

Highland
Rose Park

Program Hours:

630

Application Fee:

\$40.00

Total Tuition:

\$1,102.50

Total Lab Fee:

\$40.00

Books/Supplies:

\$390.00

Financial Aid:

VA

Information current at time of printing.

In today's business world, employees are expected to excel at a wide range of tasks. They must be able to use the latest computer programs including spreadsheets, databases, and word processing programs; they must be able to write well; they must interact with customers and employees in a professional manner; and they must know how to manage multiple responsibilities. The Administrative Clerk program was created to be a shorter program for those looking to gain foundational training in business, workplace relations, and computer skills to prepare you for employment in a variety of organizational settings.

Occupations in this Area

For state and national occupation information, visit <http://online.onetcenter.org/find/> and enter the following O*Net code(s):

- 43-9061.00 General Office Clerk
- 43-6014.00 Secretaries

COURSES & HOURS

KBA1 0110 Computer Literacy	90
KBA1 0001 Keyboarding Basics	30
KBA1 0130 Word Processing App. I	90
KBA1 0520 Business Correspondence	90
KBA2 0180 E-mail Client (MS Outlook)	60
KBA1 0140 Spreadsheet Applications I	60
KMTH 0010 Math I	60
KWRK 0500 Job-Seeking Skills	30
KWRK 0400 Workplace Relations	60

Choose at least 60 hours:

KBA1 0010 Keyboarding I	60
KBA1 0020 Business Calculations	60
KBA1 0510 Business English	90
KBA1 0150 Database Applications. I	60
KBA1 0160 Electronic Presentations	60

Total Program Hours 630