

Careers in Business

Career Options:

Data Entry: Input lists of items, numbers, or other data into computers using various types of equipment.

Administrative Assistant/Secretary: Coordinates an office's administrative activities, manages projects, schedules appointments, and writes correspondence.

Bookkeeper: Handles financial transactions and keep records often including payroll and billing duties.

HR Clerk: Provides clerical support to the Human Resources department by maintaining files and records, employment applications, distributing employee information.

Office Manager: Performs administrative tasks, maintaining departmental equipment and machinery, and supervising staff.

Accountant/Auditor: Prepare, analyze and verify financial documents such as taxes, budgets and financial statements.

Skills and Abilities:

- Good communication skills
- Are able to be discreet
- Have good judgment and strong initiative
- Like to analyze, compare and interpret facts and figures
- Able to work with people as well as with business systems and computers

Associate of Applied Science
Office Manager
Accountant
Banking & Finance
Business Management

Salary Range: \$14 - \$23/hr
\$30,000 - \$48,000

Technical Certificate
Administrative Asst.
Bookkeeping
HR Clerk

Salary Range: \$8-\$16/hr
\$16,000 - \$33,000

Certificate of Proficiency
Microsoft Office Specialist
Data Entry

Salary Range: \$7 - \$12/hr
\$15,000 - \$24,000/yr

Adult Education
Job Readiness
Soft Skills Training

Assessment

Individual Career Plan

Working Conditions:

- Usually work a standard 40-hour week, but may work evenings, weekends, or extra hours during peak times
- Work requires sitting for long periods of time and may require repetitive tasks
- Some travel may be required

Earning Power

Data Entry	\$15,000 - \$24,000
Administrative Asst.	\$16,000 - \$27,000
Bookkeeping	\$25,000 - \$33,000
HR Clerk	\$22,000 - \$33,000
Office Manager	\$30,000 - \$50,000
Accountant/Auditor	\$41,000 - \$48,000

For More Information:

If you'd like to know more about how to get started on a path to a new career, stop by our office at 2304 W. 29th Ave. in Pine Bluff, or give us a call at 870.535.6233.

Careers in Business

Before You Begin:

Assessment

Assessment of financial aid and support services needs, career interests and aptitudes assessment, and an academic skill assessment.

Individual Career Plan

Develop an Individual Career Plan that serves as a road map with short and long-term goals and taking you from choosing a career to becoming employed to reaching your short and long-term career goals.

Basic & Workplace Education

Some students may need to work on their basic and workplace education skills before starting a job or entering college.

A student's Test of Adult Basic Education (TABE) score is used to determine the need for GED certification, Adult Education, Basic Skill Training, and WAGE certification.

Portfolio Credit*

Get a jump start on your education by turning your life and work experience into college credit. Students can earn up to 15 credits for technical courses identified with an (*) for education and learning acquired outside the classroom.

The Career Options	The Money You Can Earn	The Training You'll Need
<p>The Career</p> <p>Microsoft Office Specialist-Proficient Microsoft Office Specialist-Expert+ Data Entry</p>	<p>The Money</p> <p>\$7 to \$12 an hour \$1,250 to \$2,000 per month \$15,000 - \$24,000 per year</p>	<p>The Training</p> <p>Earn a high school diploma Take courses in: Intro to Computers MS Word, MS Excel, MS Access, +MS PowerPoint, MS Outlook</p>
<p>The Career</p> <p>Administrative Assistant Bookkeeping HR Clerk</p>	<p>The Money</p> <p>\$10 to \$16 an hour \$1,300 to \$2,700 per month \$16,000 - \$33,000 per year</p>	<p>The Training</p> <p>Earn a Technical Certificate Take courses in: Computers* Word Processing* English Composition Business Mathematics Office Accounting Database Management* Electronic Spreadsheet*</p>
<p>The Career</p> <p>Office Manager Accountant Banking & Finance Business Management</p>	<p>The Money</p> <p>\$14 to \$23 an hour \$2,500 to \$4,000 per month \$30,000 - \$48,000 per year</p>	<p>The Training</p> <p>Earn an Associate of Applied Science Degree Take courses in: English Composition Quality Management Managerial Communications Principles of: Accounting; Economics; Banking; Marketing; Real Estate Personnel Management</p>