

Administrative Assistant

Minimum Qualifications

Age: Minimum of 18 years.

Education: High School diploma or equivalent.

Physical: Must be able to meet the requirements of the trade with or without reasonable accommodations.

Testing: None.

Other: The Administrative Assistant must have satisfactorily completed the Secretarial (Clerical) apprenticeship program or document equal education and experience.

On The Job Training (OJT) Requirements

Work Code	Work Processes	Hours
A	Perform Public Service	1200
B	Provide Technical Services	1800
C	Provide Administrative Support	3000
	TOTAL HOURS	6000

Related Supplemental Instruction (RSI) Requirements

Program Core	Hours
Accounting/Budget	50
Administrative Procedures	30
Communications	30
Computer Applications	100
Customer Service	30
Drug/Alcohol Awareness	10

English	30
First Aid/HIV	10
Intro to Apprenticeship	10
Math	50
Professional Self Development	30
Psychology or Sociology Class	30
State Reports & Records Management	30
Student Records and the Law	10
TOTAL HOURS	450

Course Descriptions

Accounting/Budget: Accounting procedures applied to the small business. Financial records, preparation of financial statements, journalizing, posting, making adjustments, preparing the worksheet, and preparing financial statements from the worksheet.

Administrative Procedures: Overview of current office procedures to equip students with the tools to solve a variety of problems in the changing business world using Microsoft applications.

Communications: Person-to-person communication emphasizing theoretical principles and their application.

Computer Applications: Introduction to basic computer applications, including databases, spreadsheets and word processing and business applications.

- Intro to Word
- Intro to Office Publishing Tools
- Intro to Windows
- PowerPoint Presentation
- Business Technology Seminar
- Document Formatting



Customer Service: Course will look at what customer service is and isn't and identify how you can understand and provide good customer service.

Drug/Alcohol Awareness: Current issues related to drug and alcohol dependency.

English: English 101 - Focus on exploring, developing, and communicating ideas in a voice appropriate to the audience.

First Aid/HIV: An overview of basic first aid techniques designed to meet certification standards as established by WISHA – participants will meet WISHA standards necessary to acquire 2-year first aid certification.

Introduction to Apprenticeship: Orientation to the apprenticeship training program.

Math: Application of mathematics in common business situations. Emphasis is on practical applications and problem-solving skills for the business professional as well as the consumer and investor.

Professional Self Development: Professional concepts applied to individuals in the business world in relation to themselves, the companies they represent, and the public they serve. Focus on improving resume, cover letter, interview, career portfolio and business communication and business etiquette skills.

Psychology or Sociology: Provides an overview of the scientific study of behavior, human society, culture and social interactions.

State Reports & Records Management: This course will review a variety of mandated state reports that identify information that must be maintained to substantiate the summative data submitted to the OSPI, or that must be maintained for audit purposes.

Student Records and the Law: FERPA - Examinations of the laws that regulate district policy and procedures that districts have developed through the years.