

Secretary (Clerical)

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: None.

On The Job Training (OJT) Requirements

| Work Code | Work Processes | Hours |
|-----------|------------------------------|-------|
| A | Basic Accounting | 200 |
| B | Computer Applications | 100 |
| C | Editing | 100 |
| D | Equipment Operations | 200 |
| E | Filing | 150 |
| F | Office Organization | 200 |
| G | Office Techniques and Skills | 150 |
| H | Personnel | 200 |
| I | Public/Human Relations | 300 |
| J | Record Keeping | 100 |
| K | Typing/Work Processing | 300 |
| | TOTAL HOURS | 2000 |

Related Supplemental Instruction (RSI) Requirements

| Program Core | Hours |
|--|------------|
| Computer Applications | 80 |
| Customer Service | 10 |
| Drug/Alcohol Awareness | 10 |
| English <ul style="list-style-type: none"> • Technical Writing • Business Communications | 30 |
| First Aid/HIV | 10 |
| Intro to Apprenticeship | 10 |
| Job Specific Course | 10 |
| Math <ul style="list-style-type: none"> • Basic Accounting Procedures • Fundamental of Business Math | 50 |
| Professional Self Development <ul style="list-style-type: none"> • May include: Human Relations on the Job • Stress/Conflict Resolution • Professional Growth | 20 |
| Psychology or Sociology | 30 |
| Record Keeping and State Reports | 20 |
| School District Accounting & Budget Procedures | 30 |
| Student Records and the Law | 10 |
| TOTAL HOURS | 650 |

Course Descriptions

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

- **Computers in Business:** Data processing concepts, applications, and programming for the business major. Overview of computer information systems. Introduces computer hardware, software, procedures, systems, and human resources, exploring their integration and application in society. Hands-on instruction in applications software (word processing, spreadsheets, and data base) is included.
- **Database Concepts and Techniques:** Introduction to database concepts, techniques, and design using microcomputers.
- **Microcomputer Business Applications:** Overview and hands-on experience of commercial software applications packages for the microcomputer. Includes terminology, tutorials, and exercise in editing communications (word processing), computer business analysis (electronic spreadsheets), developing effective visual aides (charts and graphs), and creating fields (database management).

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

- **Business Communications:** Written and oral business communications, particularly letters, memoranda, and other messages.
- **Technical Report Writing I:** Basic writing of typical work-world documents. Theory and intensive practice. Emphasis on efficient writing processes for producing correspondence and reports.

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.

Job Specific Course: Elective course work corresponding to any area of professional growth.

Math

- **Basic Account Procedures:** 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.



- **Fundamentals of Business Math:** Arithmetic and algebra as applied in general business practice and personal use. For business and office technology students.

Professional Self Development

- **Human Relations on the Job:** Effective interpersonal communication skills. Basic communication tools for human relationships, including listening skills, assertion skills, conflict resolution and collaborative problem solving skills and situational training of when and how to use these tools. Other areas covered will be assertiveness vs. aggressiveness, empathy vs. sympathy, barriers to communication and how to use these skills at home and at work.
- **Stress and Conflict Management:** Identification of the basic causes of stress and conflict. Developing effective strategies for dealing with stress and conflict, both on the job and in everyday life.

Psychology or Sociology: Provides an overview of the scientific study of behavior and mental processes in humans and animals.

Record Keeping and State Reports: 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.

School District Accounting and Budget Procedures: Basic accounting and budgeting procedures for school districts in the state of Washington

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