



GENERATIONS SOUTHEAST

COMMUNITY LEARNING CENTER

CAREER & TECHNICAL TRAINING

Administrative Assistant – Level 1

Training Location: Generations Southeast Community Learning Center & virtual option available

Instructor: Northern Industrial Training (NIT)

Cost: \$4,000 (*no tax*)

Program Summary

Administrative workers are an integral part of any office across industry. This hands on, intensive training program will provide students with the skills and knowledge needed for entry level employment in the administrative field. This training includes hard and soft skills, resulting in a strong working knowledge of the complexities of an office environment and the various duties of an administrative clerk, including computer skills, office safety, communication, critical thinking, and accounting awareness.

Topics Covered

- Microsoft Office Suite
- Computer Hardware
- Keyboarding
- Personality Awareness
- Resume and Cover Letter
- Public Speaking
- Interview Skills
- Company Culture
- Team Building
- Decision Making

To register or for more information, contact:

Haa Káak Hás Kahídi - Our Uncles' House
Generations Southeast Community Learning Center

3239 Hospital Drive, Juneau, AK 99801 | 907.463.7375

GenerationsSoutheast@cchita-nsn.gov

www.GenerationsSoutheast.org

***ALL courses offered
at the Generations
Southeast are open
to the public!***