



Vocational Training & Resource Center

Training For Your Future



Administrative Assistant, Level 1 Training

Cost: \$4,000 (no tax) | Length: 160 Hours | Instructor: NIT

Administrative assistants are an integral part of any office across industries. This hands on, intensive training will provide students with the skills and knowledge needed for entry level employment in the administrative field. The training covers hard and soft skills, computer skills, office safety, communication, critical thinking and accounting awareness to help the participant develop a strong working knowledge of the complexities of an office environment.

Course Dates:

November 8 - December 15, 2021 (Mon - Fri) • 8:00 AM - 5:00 PM AKST

Training Location:

Virtual & In-Person Class Options Available

Lessons Covered:

*Microsoft Office Software
Computer Hardware
Keyboarding
Personality Awareness
Résumé and Cover Letter*

*Public Speaking
Interview Skills
Company Culture
Team Building
Decision Making*

Participants must be 18 years or older and have access to a computer with Internet, microphone, and camera. If located in Juneau, the VTRC will provide necessary computer work stations on site.

All classes will follow approved standards to provide a safe teaching environment to limit the risk of COVID-19 and other health risks associated with the training.

To register or for more information, contact:

Vocational Training & Resource Center

1.800.344.1432 x7375 • 907.463.7375 • vtrc@ccthita-nsn.gov