

Administrative Office Professional

Program Supply List / Student Costs:

(Prices subject to change)

Year 1:

Professional clothing for interview and six week internship.

Purchase separately:

- Jump or flash drive (1 G is recommended),
- Ear buds or headset for computer work,
- Highlighters
- Red pens for editing
- Paperback dictionary.
- Calculator
- Black pens

Other:

- Student must provide their own transportation to/from internship training site.
- Current car insurance and driver's license required if student driving to internship.

Optional:

- Class sweatshirt
- Class pin
- Legal/Medical will have an emblem available through Designs of All Kinds for approximately \$6. Students may use their own blazer or can purchase one to apply this emblem to.

Year 2:

Professional attire required for internships.

Other:

- Student must provide their own transportation to/from training site.
- Current car insurance and driver's license required if driving to internship.

Mandatory requirement to attend Cascadia Tech Academy:

Family medical insurance or student accident insurance.

Note: Student accident insurance is available through your sending high school.

If you have concerns regarding these expenses, please see Melissa Downing in our Student Service Center. There are funds available for qualifying students. Ms. Downing can be reached at 360-604-1050 ext. 2150 or at Melissa.Downing@evergreenps.org.

Updated 2/14/2018