

# **OFFICE AIDE**

## **TEXT**

None

## **PREREQUISITES**

Approval of the Office Manager

## **OBJECTIVES**

The course is designed to provide students with the opportunity to learn general office/clerical skills and to apply those skills in a real work environment.

## **CONTENT**

General office and clerical duties

## **SKILLS**

- Operation of copier machine
- Answering of telephone
- Filing
- Assisting in the attendance process
- Miscellaneous clerical duties
- Interaction with parents and general public

## **METHODS**

Verbal instruction and supervision of daily office duties by office personnel.

## **HOMEWORK**

Not applicable

## **GRADING/CREDITS**

Grading is on a letter grade basis and can be used for elective credit. Grade and credit is assigned on the basis of attendance, performance of assigned duties, ability to follow directions, and attitude.

## **INDIVIDUALIZATION**

Daily duties are assigned on the basis of the individual's ability to handle the specific job.

## **ABSENCES/TARDIES**

Unexcused absences and/or tardies result in the loss of credit.