

SCHOOL \_\_\_\_\_

STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION

INSTRUCTOR \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

STUDENT NAME:

ADDRESS:

TOWN: STATE: ME ZIP:

PARENTS NAME:

SOCIAL SECURITY NO:

D.O.T. CODE : 219.362-010 GENERAL OFFICE CLERK/ clerical

GENERAL GOALS FOR THE STUDENT LEARNER: AN INSTRUCTIONAL PROGRAM THAT PREPARES INDIVIDUALS TO USE A TYPEWRITER/COMPUTER IN A VARIETY OF ACTIVITIES, INCLUDING CORRESPONDENCE AND COMPILING AND AND TYPING REPORTS, APPLICATION FORMS, SHIPPING TICKETS, AND OTHER DATA FROM CLERICAL RECORDS, INCLUDING INSTRUCTIONS IN FILING RECORDS AND REPORTS, POSTING INFORMATION TO RECORDS, SORTING AND DISTRIBUTING MAIL, ANSWERING TELEPHONES, AND COMPUTING WITH CALCULATING MACHINES.

OBJECTIVES TO BE COMPLETED BY THE STUDENT LEARNER:

1. EMPLOYER-EMPLOYEE RELATIONSHIPS
2. CUSTOMER SKILLS
3. SALES SKILLS
4. KNOWLEDGE OF ACCOUNTS RECEIVABLE AND ACCOUNTS PAYABLE
5. KNOWLEDGE OF BUSINESS OFFICES
6. KNOWLEDGE OF MAILING SYSTEMS

SKILLS THE STUDENT LEARNER SHOULD ACQUIRE DURING HIS/HER TRAINING PROGRAM:

1. UNDERSTANDING OF PHOTOCOPYING MACHINES
2. USE OF THE ADDING MACHINE
3. PROPER USE OF THE PHONE SYSTEMS WITHIN THE STORE STRUCTURE
4. FAX MACHINE
5. PROPER DRESS
6. COURTEOUSNESS
7. HONESTY
8. GOOD ATTENDANCE
9. ALWAYS PRACTICE SAFETY
10. KNOWLEDGE OF FILING SYSTEMS
11. ABILITY TO TYPE INVOICES AND LETTERS
12. BASIC COMPUTER SKILLS THAT PERTAIN TO THE BUSINESS.
13. DATA ENTRY
14. GENERAL OFFICE ERRANDS

SAFETY FEATURES THE STUDENT SHOULD KNOW ABOUT HIS/HER PLACE OF EMPLOYMENT:

1. FIRST AID KIT
2. FIRE EXTINGUISHERS.
3. FIRE DOOR
4. TELEPHONE NUMBERS OF EMERGENCY UNITS
5. FIRE BLANKET
6. HOW TO DIAL 911
7. KNOWLEDGE OF FIRE DRILL PLAN
8. INSTRUCTIONS IN LIFTING MATERIALS RELATED TO THE JOB