

SCHOOL _____

STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION

INSTRUCTOR _____ PHONE NUMBER _____

STUDENTS NAME:

ADDRESS:

TOWN: STATE: ME. ZIP:

PARENTS NAME:

SOCIAL SECURITY NO:

DOT Code: 201. 362-030 Secretary / Clerical

GENERAL GOALS FOR THE STUDENT LEARNER: AN INSTRUCTIONAL PROGRAM THAT PREPARES INDIVIDUALS TO USE A TYPEWRITER OR COMPUTER IN A VARIETY OF ACTIVITIES, INCLUDING CORRESPONDENCE AND COMPILING AND TYPING REPORTS, APPLICATION FORMS ,SHIPPING TICKETS, AND OTHER DATA FROM CLERICAL RECORDS. INCLUDING INSTRUCTION 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. REVIEWING FORMS FOR ACCURACY IN CALCULATION AND UPDATING FORMS.
1. TYPING FORMS AND LETTERS PREPARED BY SUPERVISOR.
2. ANSWERING TELEPHONES AND TAKING MESSAGES.
3. USING WORD PROCESSING COMPUTER.
4. FILING LEGAL DOCUMENTS UNDER SUPERVISION OF BOSS.
5. PREPARE MAIL FOR DELIVERY, RECEIVING OF COMPANY MAIL.
6. PICK UP MAIL, STAMPS, AND STAMP DATES.
7. POSTING PAYMENTS TO ACCOUNTS.
8. TYPING CHECKS FOR STOCK PROGRAM.
9. DEALING WITH INTEREST FROM ACCOUNTS FOR COMPANY.

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

1. ADDING MACHINE
2. MEMORY TYPE MACHINE
3. MICRO COMPUTER
4. PERSONAL COMPUTER
5. FILING
6. POSTING OF ACCOUNTS
7. PHONE SYSTEMS
8. KNOWLEDGE OF MAIL SYSTEMS
9. KNOWLEDGE OF OFFICE SYSTEMS
10. PROPER DRESS.
11. PAYROLL
12. PERSONNEL REPORTS

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

1. FIRST AID KIT
2. FIRE EXTINGUISHERS
3. FIRE DOOR EXITS
4. HOW TO DIAL 911
5. MISCELLANEOUS EMERGENCY PHONE NUMBERS