

OFFICE ASSISTANT

Requirement area: **Elective**

Course code: ZTA101/102

Grade Level: 11, 12

Prerequisite: Consent of a secretary

Length: 1 semester (0.5 credit). May be repeated for an additional 0.5 credit

Homework: None

Description: Students will assist in the following areas: copying, delivering student notes, passes, and early dismissal slips, answering the telephones, distributing papers and bulletins, escorting visitors and answering inquiries at the counter. **S-U Grade only.**