Cathedral Catholic High School
Course Catalog

Course Title: Office Aide

Course #: 030-029

Course Description: Students will be placed into a Counseling Office Aide or Dean of Student Aide based on office needs.

The Counseling Office Aide course exposes students to the function and operation of the Cathedral Catholic High School Counseling Office. Under the supervision of the Counseling Office Administrative Assistant, Counseling Office Aides will deliver passes to classrooms on behalf of the counselors, and other departments as needed, and assist in the completion of various office tasks as assigned. Students in this course are expected to understand, support and comply with rules of confidentiality and conduct themselves in a professional, courteous and respectful manner. Students are required to be in uniform. This course is graded as Pass/Fail and grading will be based on punctuality, attitude and effort.

The Attendance Aide course exposes students to the function and operation of the Cathedral Catholic High School Dean of Students Office. Under the supervision of the Dean of Students Office Administrative Assistant, Attendance Aides will perform varying tasks including looking up student class locations on Aeries, delivering office passes to students, organizing and file admit slips and completing projects for office as needed. Students are required to be in uniform. This course is graded as Pass/Fail and grading will be based on punctuality, attitude and effort.

UC/CSU Approval: Not UC/CSU approved

Grade Level: 10-12

Estimated Homework Per Week: None

Prerequisite: None

Recommended Prerequisite Skills: None

Course Grade Scale: Pass/Fail

Major Assessments/Units/Topics: None