

# Miscellaneous Courses



In addition to courses in various departments, there are several miscellaneous courses from which students may choose. Only juniors and seniors may enroll in aide positions, and a student may enroll in a maximum of one (1) period per semester as any type of aide.

## Career Center Assistant

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Course #8065-8066

Full Year = 1 credit

This course is open to students in grades 11 and 12 with excellent attendance. Contact the Career Center Coordinator for a personal interview prior to enrollment. Students will learn and assist other McQueen students and parents with usage of the NCIS Career Exploration Software Program and other software packages; learn and use office skills such as typing, filing, and the use of various office equipment. Time will also be devoted to the student aide's personal exploration of post-secondary opportunities. Career Center Aides will be required to complete a personal resume package as a requirement of this class.

## Counselor Assistant

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Course #8081-8082

Full Year = 1 credit

This course is open to students in grades 11 and 12 with excellent attendance. Request for enrollment must include a signed Counseling Aide Contract and a personal interview with the Counselors. Students will learn and practice office skills such as filing, telephone courtesy, dealing with the public, operation of various office equipment, assisting other students with counseling appointments and questions, giving tours and assistance to new students enrolling at McQueen, and various other duties as assigned by the counselors. Confidentiality is of the utmost importance and dismissal with loss of credit may result if any violation occurs.

## Library Assistant

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Course #8095-8096

Full Year = 1 credit

This course is open to students in grades 11 and 12. Students will learn and practice library skills, bibliographic searching, research techniques, and various computer programs; they will also do general library work. Instructor approval required.

## Office Experience

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Course #8121-8122

Full Year = 1 credit

This course is open to students in grades 11 and 12. Request for enrollment must include a signed Office Worker Agreement form. Students enrolled in Office Experience may be assigned to the main office, the discipline office, or the clinic. Students will learn and practice office skills such as filing, use of the telephone switchboard, telephone courtesy, operation of various office machines, receiving and delivering messages, and contact with the public at the reception counter. Confidentiality is of the utmost importance and dismissal with loss of credit may result if any violation occurs.

## Peer Tutor

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Course #8161-8162

Full Year = 1 credit

Students will work with other high school students as tutors applying assessment skills in reading, writing, and spelling levels. Course goals include: 1) enhancing the tutoring abilities of peer assistants; 2) identifying students with tutoring needs; 3) developing students with below standard reading abilities; 4) creating an awareness in literacy and/or our special needs population. Instructor approval required.

## Student Leadership

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Course #7201-7202

Course Fee: \$75

**Prerequisite:** Applicants must be of Sophomore, Junior, or Senior standing. Completion of an application and instructor approval is required.

Full Year = 1 credit

Students will be responsible for planning, organizing, and running all student planned school activities including assemblies, dances, community service projects, fundraisers, and other activities that arise. The class will provide students with a safe environment in which to learn, practice, and master key leadership skills. Students are graded on participation, committee work/roles, sports liaison work, and overall attitude and effort. Active participation in planning assemblies, dances and other student activities is expected and student presence is mandatory at all Leadership functions. Maintaining a positive attitude, self-motivation, public speaking, creativity, time management and various positive leadership skills are also needed to maintain a high level of success in this class.

## Study Hall

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Course #8033-8034

Full Year = **THIS IS NOT A CREDIT BEARING COURSE**