

Calallen ISD 2025-2026

Syllabus

Campus: Calallen Middle School

Course and/or Grade Level: 7th Grade

Course Description: Clerical practices include the wide variety of administrative tasks that keep an office running smoothly, such as filing, scheduling, and managing correspondence.

Semester 1: August 13 – December 19, 2025

1st Quarter Topics	2nd Quarter Topics
Foundations & Orientation • Learn school policies, confidentiality rules, and expectations of an office aide. • Practice professional communication: answering phones, greeting visitors, delivering messages politely. • Learn how to properly sort, organize, and deliver campus mail. • Introduction to filing systems (alphabetical, numerical, digital).	Office Tasks & Organization • Train in copying, scanning, and basic use of office machines. • Assist with bulletin boards, displays, and organizing common areas. • Support staff by preparing basic forms, labels, and simple documents. • Develop time management skills to balance classwork and aide duties.

Semester 2: January 5 – May 29, 2026

3rd Quarter Topics	4th Quarter Topics
Advanced Responsibilities • Take on independent delivery and pickup tasks (attendance sheets, notes, supplies). • Assist with event preparation: sign-in sheets, agendas, or packets. • Learn scheduling basics (tracking appointments, updating calendars). • Practice handling confidential student records with proper discretion.	Leadership & Service • Serve as mentor/trainer for new office aides. • Manage small projects (lost & found organization, supply inventory, end-of-year sorting). • Demonstrate initiative by identifying and completing needed office tasks without prompting. • Reflect on growth through a final project or portfolio highlighting learned office skills.

**Minor adjustment to the schedule may be made based on campus schedules and student needs.*