

# Instructional Scenario

## The Office Assistant



**Course/Duty Area:** Office Specialist II/III; Duplicating Documents

**Scenario:**

Dana is a senior high school office assistant. Dana was given the task of copying 35 teacher packets, which include bell schedules, bus duty rosters, and colored evacuation signs. It is the week before school begins and the copier is being used by many staff members, and this project needs to be completed and distributed within two working days.

**Big Question:**

What does Dana need to do to be able to collate and staple the documents and to make quality color copies?

**Focused Questions:**

- How should Dana determine which trays to use for colored paper?
- How can Dana set the copier controls to complete the job quickly and accurately?
- How should Dana select collating, stapling, and double-sided features?
- How should Dana choose color controls?

**Project-Based Assessment:**

- 35 completed teacher packets

*Instructional scenario submitted by Vicki Snodgrass, Instructor, Thomas Walker High School, Lee County Public Schools*