

**El Paso Community College**  
**Syllabus**  
**Part II**  
**Official Course Description**

<b>SUBJECT AREA</b>	<u><b>Business Management</b></u>								
<b>COURSE RUBRIC AND NUMBER</b>	<u><b>POFT 1309</b></u>								
<b>COURSE TITLE</b>	<u><b>Administrative Office Procedures I</b></u>								
<b>COURSE CREDIT HOURS</b>	<table border="0" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><u><b>3</b></u></td> <td style="text-align: center;"><b>3</b></td> <td style="text-align: center;"><b>:</b></td> <td style="text-align: center;"><u><b>1</b></u></td> </tr> <tr> <td style="text-align: center;">Credit</td> <td style="text-align: center;">Lec</td> <td></td> <td style="text-align: center;">Lab</td> </tr> </table>	<u><b>3</b></u>	<b>3</b>	<b>:</b>	<u><b>1</b></u>	Credit	Lec		Lab
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Credit	Lec		Lab						

**I. Catalog Description**

Studies current office procedures, duties, and responsibilities applicable to an office environment.

**Prerequisite: POFI 2301. (3:1).**

**II. Course Objectives**

Upon satisfactory completion of the course, the student will be able to:

- A. Use the Internet and directories and search engines and acquire an e-mail address.
- B. Describe the office team and environment.
- C. Demonstrate the skills needed to become productive and healthy employees.
- D. Identify ethical behavior in the workplace.
- E. Describe the virtual office.
- F. Use calendaring, contacts, messaging, managing tasks features in a multipurpose electronic program.
- G. Demonstrate verbal, written, and presentation skills.
- H. Demonstrate skills in mail processing.
- I. Store and retrieve records electronically.
- J. Use scheduling and calendaring methods effectively.
- K. Prepare for meetings and conferences as well as provide support in conducting meetings.
- L. Make travel arrangements.
- M. Describe general business financial transactions to gain a basic understanding of the operations of a company.
- N. Identify the many facets of a professional office career, including specializations, employment procedures, interview techniques, and professional advancement.
- O. Apply interview techniques.

**III. THECB Learning Outcomes (WECM)**

Study of current office procedures, duties, and responsibilities applicable to an office environment.

**IV. Evaluation**

General evaluation options available for use by all instructors include: examinations (multiple choice, true/false, short answer, matching, essay) classroom presentations, research activities, or any combination of these options.

VV:	RM C-112	(831-2426)
TM:	RM 1400	(831-5808)
RG:	RM B-201	(831-4198)
NWC:	RM M-54	(831-8815)
MDP:	RM A-125	(831-7024)

**V. Disability Statement (Americans with Disabilities Act [ADA])**

EPCC offers a variety of services to persons with documented sensory, mental, physical, or temporary disabling conditions to promote success in classes. If you have a disability and believe you may need services, you are encouraged to contact the Center for Students with Disabilities to discuss your needs with a counselor. All discussions and documentation are kept confidential. Offices located: VV Rm C-112 (831-2426); TM Rm 1400 (831-5808); RG Rm B-201 (831-4198); NWC Rm M-54 (831-8815); and MDP Rm A-125 (831-7024).

**VI. 6 Drop Rule**

Students who began attending Texas public institutions of higher education for the first time during the Fall 2007 semester or later are subject to a 6-Drop limit for all undergraduate classes. Developmental, ESL, Dual Credit and Early College High School classes are exempt from this rule. All students should consult with their instructor before dropping a class. Academic assistance is available. Students are encouraged to see Counseling Services if dropping because exemptions may apply. Refer to the EPCC catalog and website for additional information.