

**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>	<u><b>3            3    :    1</b></u> <b>Credit        Lec        Lab</b>

**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.