

El Paso Community College
Syllabus
Part II
Official Course Description

SUBJECT AREA	<u>Business Management</u>
COURSE RUBRIC AND NUMBER	<u>POFT 2380</u>
COURSE TITLE	<u>Cooperative Education-Administrative Assistant and Secretarial Science, General</u>
COURSE CREDIT HOURS	<u>3 1 : 20</u> Credits Lec Lab

I. Catalog Description

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. Second year, second semester standing or approval by instructor. **Prerequisites: POFI 1349 and POFI 2301. (1:20).**

II. Course Objectives

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

- A. Complete a 320-hour internship in a business position.
- B. Identify careers in office computer technology.
- C. Demonstrate improved job-related performance of activities listed on your training plan.
- D. Communicate more effectively with company personnel in your area of training.
- E. Communicate, written and orally, your occupational values, goals, perceptions, and attitudes as related to your work experience
- F. Conduct a successful job search, including resume preparation and interviewing techniques.
- G. Demonstrate effective clerical, organizational, and communication skills necessary to perform office duties.
- H. Apply appropriate practices to successful operation of office equipment.
- I. Identify and adhere to policies and procedures in an office environment.

III. THECB Learning Outcomes (WECM)

- 1. Apply the theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry
- 2. Will demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

IV. Evaluation

- A. Pre-assessment
Students must verify that they meet the requirement for the class in which they are enrolled, if applicable.
- B. Assessment Projects
 1. Sixty percent (60%) of the grade shall be based on the student completing a 320-hour internship in a business position. The grade will be based on the supervisor’s evaluation of the student’s work using the Cooperative Education Office Employer Mid-Term and Final Evaluation Forms. A student is evaluated in different areas by the supervisor using a scale of 1(poor) to 5 (excellent).
 2. Twenty percent (20%) of the grade shall be based on the student attending Cooperative Education Office’s workshops and instructor-conducted classes and maintaining a work experience journal.
 3. Twenty percent (20%) of the grade shall be based on the student completing a work experience report, which will be submitted to the Cooperative Education Office and presented to the class.
- C. Evaluation Scale

A	Excellent	90 and above
B	Above Average	80 – 89
C	Average	70 – 79
D	Below Average	60 – 69
F	Failing	59 and below
W	Withdrawal	Withdrawal

Campus	Location	Telephone Number
Valle Verde	C-112	831-2426
Mission Del Paso	A-125	831-7024
Northwest	M-54	831-8815
Rio Grande	B-201	831-4198
Transmountain	1400	831-5808

Before you register, see your advisor and choose your courses carefully.
Before you drop discuss options with your professor and see your counselor.
To avoid dropping a class use campus resources such as tutoring and computer labs and talk with your professor.
If you have already dropped a course, see a counselor immediately or call:

Campus	Telephone No.
Valle Verde	831-2642
Transmountain	831-5186
Rio Grande	831-4636

Northwest	831-8807
Mission	831-7094

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. Six-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.

VII. Title IX and Sex Discrimination

Title 9 (20 U.S.C. 1681 & 34 C.F.R. Part 106) states the following "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The Violence Against Women Act (VAWA) prohibits stalking, date violence, sexual violence, and domestic violence for all students, employees and visitors (male and female). If you have any concerns related to discrimination, harassment, or assault (of any type) you can contact the Assistant to the Vice President for Student and Enrollment Services at 915-831-2655. Employees can call the Manager of Employee Relations at 915-831-6458. Reports of sexual assault/violence may also be reported to EPCC Police at 915-831-2200.