



**Course Syllabus**

**Administrative Office Procedures I**

**POFT 1309**

**Course Description:** Study of current office procedures, duties, and responsibilities applicable to an office environment.

**Semester Hours Credit:** 3

**Lecture/Lab Hours:** 2/4 (2 lecture hours, 4 lab hours)

**Prerequisite:** Basic keyboarding skills

**Textbook(s):** *The Office Procedures and Technology*. Oliverio, Pasewark, White-6<sup>th</sup> Edition Pearson Publishing

**ISBN:** 9781111574352

**End-of-Course Outcomes:** Develop time management techniques; demonstrate communication skills; and identify the basic skills of an office professional.

**Evaluation Methods:**

1. Chapter Assignments, On line T & F, Multiple Choice-50%
2. Tests-25%
3. Final-25%

**Student Learning Outcomes:**

- Teamwork-Students will utilize teamwork by working as a team of 2 or more. Assessment for this SLO will be conducted in Chapter 1, Activity 2. The target for this SLO, 90% of the class will create an article to be included in the online newsletter for their company with a 70% or better.

**ADA Statement:** No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g).

See at: [GL \(Legal\)](#)



**Special Needs Services:** Students with special needs, including physical and learning disabilities, who wish to request accommodations in this course should contact the Student Development Office as soon as possible to make arrangements; this should occur no later than the second week of class or as soon as the student has the documentation on the disability and requested accommodation per a certified medical or psychological professional. In accordance with federal law, a student requesting accommodations must provide documentation of disability to the Student Development Advisor.

For more information, contact: in Alice at [sdalice@coastalbend.edu](mailto:sdalice@coastalbend.edu); Beeville at [sdbeeville@coastalbend.edu](mailto:sdbeeville@coastalbend.edu); Kingsville at [sdkingsville@coastalbend.edu](mailto:sdkingsville@coastalbend.edu); and Pleasanton at [sdpleasanton@coastalbend.edu](mailto:sdpleasanton@coastalbend.edu).

**Academic Dishonesty:** Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies FLB (Local) and FM (Local). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

See at: [FLB \(Local\)](#) and [FM \(Local\)](#).

See the [Student Handbook](#) for further explanation of Scholastic Dishonesty.

**Copyright Law and Intellectual Property Rights Policy:** Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, [CT \(Legal\)](#).

Coastal Bend College, its faculty, students and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: [library@coastalbend.edu](mailto:library@coastalbend.edu) or the Office of Marketing and Public Relations at: [socialmedia@coastalbend.edu](mailto:socialmedia@coastalbend.edu).

**Intellectual Property: Student /Third Party Works:** Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/ creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: [library@coastalbend.edu](mailto:library@coastalbend.edu) or the Office of Marketing and Public Relations at: [socialmedia@coastalbend.edu](mailto:socialmedia@coastalbend.edu).

Coastal Bend College



**NOTE:** The College website ([www.coastalbend.edu](http://www.coastalbend.edu)) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.