

## Administrative Master Syllabus

### Course Information

<b>Course Title</b>	Administrative Office Procedures I
<b>Course Prefix, Num. and Title</b>	POFT 1309 Administrative Office Procedures I
<b>Division</b>	Technology and Business
<b>Department</b>	Business Office Technology
<b>Course Type</b>	Academic General Education Course (from ACGM, but not WCJC Core)
<b>Course Catalog Description</b>	(Capstone Course) Study of current office procedures, duties, and responsibilities applicable to an office environment. This is the capstone course for the Office Specialist Certificate.
<b>Pre-Requisites</b>	None
<b>Co-Requisites</b>	None

### Semester Credit Hours

<b>Total Semester Credit Hours (SCH): Lecture Hours:</b>	3:3:0
<b>Lab/Other Hours</b>	
<b>Equated Pay Hours</b>	3
<b>Lab/Other Hours Breakdown: Lab Hours</b>	0
<b>Lab/Other Hours Breakdown: Clinical Hours</b>	0
<b>Lab/Other Hours Breakdown: Practicum Hours</b>	0
<b>Other Hours Breakdown</b>	0

### Approval Signatures

<b>Title</b>	<b>Signature</b>	<b>Date</b>
<b>Department Head:</b>	Celine Siewert, Business Office Technology Program Director	06/01/2025
<b>Division Chair:</b>	David Kucera, Technology & Business Division Chair	06/01/2025
<b>VPI:</b>		



## **Additional Course Information**

**Topical Outline:** Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, and clinical or other non-lecture instruction).

1. Work Ethics
2. Interpersonal skills and working relationships
3. Research skills
4. Time management and scheduling
5. Budgets
6. Frauds
7. Office support functions
8. Ergonomics
9. Workplace skills
10. Organization
11. Coping with stress
12. Technology
13. Telephones
14. Financial transactions and bank reconciliations
15. Petty cash
16. Presentations

### **Course Learning Outcomes:**

**Learning Outcomes – Upon successful completion of this course, students will:**

- Develop time management techniques;
- Demonstrate communications skills; and
- Identify the basic skills of an office professional.

### **Methods of Assessment:**

- Unit tests
- Daily work
- Discussions
- Final Exam

### **Required text(s), optional text(s) and/or materials to be supplied by the student:**

Required: the most recent edition of The Administrative Professional by Cengage.

### **Suggested Course Maximum:**

35

**List any specific or physical requirements beyond a typical classroom required to teach the course.**

None



## **Wharton County Junior College**

**Course Requirements/Grading System:** Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

40% Unit tests  
30% Daily work  
10% Discussions  
20% Final

The following grading scale will be used to determine grades for the class.

If your score is Your grade is:

90% up to 100% A  
80% up to 89% .. B  
70% up to 79% .. C  
60% up to 69% .. D  
59% or below .... F

### **Curriculum Checklist:**

☒ **Administrative General Education Course** (from ACGM, but not in WCJC Core) – No additional documents needed.

☐ **Administrative WCJC Core Course.** Attach the Core Curriculum Review Forms

- ☐ Critical Thinking
- ☐ Communication
- ☐ Empirical & Quantitative Skills
- ☐ Teamwork
- ☐ Social Responsibility
- ☐ Personal Responsibility

☐ **WECM Course** -If needed, revise the Program SCANS Matrix and Competencies Checklist