

Admin. Office Procedure I

POFT-1309

Summer I 2021 Section F04 CRN-31297 3 Credits 06/07/2021 to 08/09/2021 Modified 06/01/2021

Meeting Times

Lecture

MW 5:15-7:45PM
FPC

Contact Information

Instructor: M.S. Mark Alan Taylor

Email: mark.taylor@blinn.edu

Office hours by appointment arranged through Mr. Ross

Description

This course is the study of current office procedures, duties, and responsibilities applicable to an office environment.

Core Curriculum Statement

This course is not a core curriculum course.

Outcomes

1. Develop time management techniques.
2. Demonstrate communication skills.
3. Identify the basic skills of an office professional.

Materials

Professional Office Procedures

Author: Cooperman
Publisher: Peason
Edition: 5th
ISBN: 9780135156643

Course Requirements

4 Major Exams plus a Final Exam

✓ Evaluation

Blinn College Policies

All policies, guidelines, and procedures in the [Blinn College Catalog \(http://catalog.blinn.edu/\)](http://catalog.blinn.edu/), [Blinn College Board Policies \(http://pol.tasb.org/Home/Index/1204\)](http://pol.tasb.org/Home/Index/1204), and the [Blinn College Administrative Regulations \(https://www.blinn.edu/administrative-regulations/\)](https://www.blinn.edu/administrative-regulations/) are applicable to this course.

[Specific information on civility, attendance, add/drop, scholastic integrity, students with disabilities, final grade appeal, alternative retailers, campus carry and proctoring arrangements and cost. \(http://www.blinn.edu/syllabus-policies/\)](http://www.blinn.edu/syllabus-policies/)

Notice of any action taken under these protocol and procedures, by Blinn College or its employees, may be delivered by hand, through the U.S. Postal Service, or electronically to the student's Blinn Buc e-mail account. Notice shall be deemed received upon actual receipt, on deposit in the U.S. Mail, or upon entering the information processing system used by Blinn College for Blinn Buc e-mail accounts, whichever first occurs.

Information about the changes Blinn has made to the May Minimester, Summer I, and Summer II semesters: [Back with Blinn \(https://www.blinn.edu/back-with-blinn/index.html\)](https://www.blinn.edu/back-with-blinn/index.html).

* Course Policies

Please read: [May Minimester, Summer I, and Summer II 2021 General Classroom Procedures. \(http://www.blinn.edu/back-with-blinn/course-policies.html\)](http://www.blinn.edu/back-with-blinn/course-policies.html)

Schedule
