

## Administrative Master Syllabus

### Course Information

<b>Course Title</b>	Professional Workforce Preparation
<b>Course Prefix, Num. and Title</b>	POFT 1413 Professional Workforce Preparation
<b>Division</b>	Technology and Business
<b>Department</b>	Business Office Technology
<b>Course Type</b>	WECM Course
<b>Course Catalog Description</b>	Preparation for career success including ethics, interpersonal relations, professional attire, advancement, and job shadowing.
<b>Pre-Requisites</b>	None
<b>Co-Requisites</b>	None

### Semester Credit Hours

<b>Total Semester Credit Hours (SCH): Lecture Hours:</b>	4:3:2
<b>Lab/Other Hours</b>	
<b>Equated Pay Hours</b>	4
<b>Lab/Other Hours Breakdown: Lab Hours</b>	2
<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

Title	Signature	Date
<b>Department Head:</b>	Celine Siewert, Business Office Technology Program Director	11/21/2024
<b>Division Chair:</b>	David Kucera, Technology & Business Division Chair	11/21/2024
<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. Preparing for your employment
2. Scheduling appointments and receiving visitors
3. Making travel arrangements
4. Planning meetings and conferences
5. Building communication skills
6. Dress code
7. Body language
8. Processing mail
9. Records management including ARMA filing rules
10. Preparing to meet the challenges
11. Job shadowing

### **Course Learning Outcomes:**

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

1. Demonstrate skills for seeking and securing employment
2. Apply problem solving techniques
3. Identify attitudes and values that contribute to career success
4. Demonstrate how to work effectively as part of a team
5. Exhibit business etiquette; and identify professional attire

### **Methods of Assessment:**

Textbook and lecture tests  
Daily work  
Office worker interview memo  
Interview critique memo  
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:**

20

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

At least 20 student workstations with computers with the latest version of Microsoft Office, HP LaserJet printer, and access to the internet.



## **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.

20% Unit tests

50% Daily: such as thank you letters, filing tests (each test counts 4 times), and a variety of assignments

10% Office worker interview memo

10% Interview Critique memo

10% Comprehensive Final exam

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