Purpose: It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title - Professional Workforce Preparation  
Course Prefix and Number – POFT 1313  
Department – Business and Office Administration  
Division – Technology and Business  
Course Type: (check one)  
☐ Academic General Education Course (from ACGM – but not in WCJC Core)  
☐ Academic WCJC Core Course  
☒ WECM course (This course is a Special Topics or Unique Needs Course: Y ☐ or N ☒)  

Semester Credit Hours #: Lecture Hours #: Lab/Other Hours #  3:2:2  
Equated Pay hours for course - 3  

Course Catalog Description - Preparation for career success including ethics, interpersonal relations, professional attire, and advancement. This is the capstone course for Administrative Assistant students.

Prerequisites/Co-requisites - POFT 1309, Administrative Office Procedures I

Prepared by Celine Siewert  
Reviewed by Department Head Celine Siewert  
Accuracy verified by Division Chair David Kucera  
Approved by Dean or Vice President of Instruction Leigh Ann Collins

Date 5/14/2015  
Date 5/14/2015  
Date 6/15/2015  
Date 12/3/2015
I. Topical Outline – Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical or other non-lecture instruction):

   I. Preparing for your employment
   II. Scheduling appointments and receiving visitors
   III. Making travel arrangements
   IV. Planning meetings and conferences
   V. Building communication skills
   VI. Dress code
   VII. Body language
   VIII. Processing mail
   IX. Records management including ARMA filing rules
   X. Preparing to meet the challenges

II. Course Learning Outcomes

<table>
<thead>
<tr>
<th>Learning Outcomes</th>
<th>Methods of Assessment</th>
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<tbody>
<tr>
<td>Upon successful completion of this course, students will:</td>
<td>Textbook and Lecture Tests</td>
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<tr>
<td>Demonstrate skills for seeking and securing employment; apply problem-solving</td>
<td>Daily work</td>
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<tr>
<td>techniques; identify attitudes and values that contribute to career success;</td>
<td>Office Worker Interview Memo</td>
</tr>
<tr>
<td>demonstrate how to work effectively as part of a team; exhibit business etiquette;</td>
<td>Interview Critique Memo</td>
</tr>
<tr>
<td>and identify professional attire.</td>
<td>Final exam</td>
</tr>
</tbody>
</table>

III. Required Text(s), Optional Text(s) and/or Materials to be Supplied by Student.


IV. Suggested Course Maximum - 20 since it needs to be in a computer room.

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

At least 20 personal computers with the latest version of Microsoft Office, HP LaserJet printer, and internet access.
VI. 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.

<table>
<thead>
<tr>
<th>If your score is</th>
<th>Your grade is</th>
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<tbody>
<tr>
<td>90% up to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80% up to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70% up to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60% up to 69%</td>
<td>D</td>
</tr>
<tr>
<td>59% or below</td>
<td>F</td>
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</tbody>
</table>

VII. Curriculum Checklist

☐ - Academic General Education Course (from ACGM – but not in WCJC Core)
   No additional documentation needed

☐ - Academic WCJC Core Course
   Attach the Core Curriculum Checklist, including the following:
   - Basic Intellectual Competencies
   - Perspectives
   - Exemplary Educational Objectives

☒ - WECM Courses
   If needed, revise the Program SCANS Matrix & Competencies Checklist.