



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

List Lab/ Other Hours
Lab Hours 2
Clinical Hours
Practicum Hours
Other (list)

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Date 5/14/2015

Reviewed by Department Head Celine Siewert

Date 5/14/2015

Accuracy verified by Division Chair David Kucera

Date 6/15/2015

Approved by Dean or Vice President of Instruction Leigh Ann Collins

Date 12/3/15



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

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

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

The latest edition of *Office Procedures for the 21st Century*, by S. Burton, and N. Shelton, Pearson Prentice Hall.

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.

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

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.