Administrative Master Syllabus

Course Information

Course Title	Professional Workforce Preparation
Course Prefix, Num. and Title	POFT 1413 Professional Workforce Preparation
Division	Technology & Business
Department	Business Office Technology
Course Type	WECM Course
Course Catalog Description	Preparation for career success including ethics, interpersonal relations, professional attire, advancement and job shadowing. This is the capstone for the Administrative Assistant students.
Pre-Requisites	POFT 1309 Administrative Office Procedures I
Co-Requisites	None

Semester Credit Hours

Total Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours	4:3:2
Equated Pay Hours	4
Lab/Other Hours Breakdown: Lab Hours	2
Lab/Other Hours Breakdown: Clinical Hours	0
Lab/Other Hours Breakdown: Practicum Hours	0
Other Hours Breakdown	0

Approval Signatures

Title	Signature	Date
Prepared by:		
Department Head:		
Division Chair:		
Dean/VPI:		
Approved by CIR:		

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).

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
XI. 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; identify attitudes and values that contribute to career success;
3. Demonstrate how to work effectively as part of a team;
4. 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.

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