

POFT 1313
Professional Workforce Preparation
Western Texas College

I. Basic Course Information

- A. Course Description: Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.
- B. Prerequisites: None

II. Student Learning Outcomes

- A. Demonstrate skills for seeking and securing employment
- B. Apply problem-solving techniques
- C. Identify attitudes and values that contribute to career success
- D. Demonstrate how to work effectively as part of a team
- E. Exhibit business etiquette and identify professional attire

III. Online Testing Requirements

- A. The midterm and final exam must be proctored by an approved testing organization. (Ask your instructor for more details.)
- B. Students are not allowed to use their book or notes of any kind while taking their proctored tests and exams.

IV. Major Course Requirements: The grade for this course will be determined as follows:

- A. Exams: 30%
- B. Quizzes: 20%
- C. Assignments 40%
- D. Discussions 10 %
- E. Grading scale:
 - A= (90-100%)
 - B= (80-89%)
 - C= (70-79%)
 - D= (60-69%)

V. Information on Books and Other Course Materials

- A. Title: *Professionalism—Skills for Workplace Success*
- B. Author: Lydia E. Anderson
- C. Edition: 4th
- D. Publisher: Pearson
- E. ISBN-13: 9780321959447

VI. Other Policies, Procedures and important dates: Please refer to the WTC Course Catalog for the following:

- A. Campus Calendar
- B. Final exam schedule
- C. How to drop a class
- D. Withdrawal information
- E. Student Conduct/Academic Integrity
- F. Class Attendance
- G. Students with disabilities

VII. Course Sequence & Content

Week	Topic
Week 1	Course Introduction Chapter 1 – Attitude, Goal Setting, and Life Management Chapter 2 – Personal Financial Management
Week 2	Chapter 3 – Time and Stress Management and Organization Skills
Week 3	Chapter 4 – Etiquette/Dress
Week 4	Chapter 5 – Ethics, Politics, and Diversity Chapter 6 –Accountability and Workplace Relationships
Week 5	Chapter 7 – Quality Organizations and Service
Week 6	Chapter 8 – Human Resources and Policies
Week 7	Chapter 9 – Communication
Week 8	Chapter 10 – Electronic Communications
Week 9	Chapter 11 – Motivation, Leadership, and Teams
Week 10	Chapter 12 – Conflict and Negotiation
Week 11	Chapter 13 – Job Search Skills
Week 12	Chapter 14 – Resume Package
Week 13	Chapter 15 – Interview Techniques

Week 14	Chapter 16 – Career Change
Week 15	Course Review
Week 16	Final Exam

Disclaimer: Sequence & Content is subject to change at the instructor's discretion.