



Western Technical College

10106181 Administration Professional Portfolio

Course Outcome Summary

Course Information

Description	This course, designed for students in the Administrative Professional program, focuses on reinforcing and applying previously learned skills (problem-solving, work organization, team working, and other office skills) common to business and office applications.
Career Cluster	Business Management and Administration
Instructional Level	Associate Degree Courses
Total Credits	2
Total Hours	54

Pre/Corequisites

Prerequisite 10106149 Advanced Word & Desktop Publishing

Textbooks

Bundle: Your Career: How To Make It Happen, 9th + LMS Integrated for MindTap Career Success, 2 terms (12 months) - With Access Card. 9th Edition. Copyright 2017. Harwood, Lauri, Lisa Owens and Crystal Kadakia. Publisher: Cengage Learning. **ISBN-13:** 978-1-3370-7382-0. Required.

Integrated Business Projects. 3rd Edition. Copyright 2011. Olinzock, Anthony A. Publisher: Cengage Learning. **ISBN-13:** 978-0-538-73109-6. Required.

Learner Supplies

Webcam and headset with microphone. **Vendor:** Campus Shop. Required.

Success Abilities

1. Cultivate Passion: Enhance Personal Connections
2. Cultivate Passion: Expand a Growth-Mindset
3. Cultivate Passion: Increase Self-Awareness
4. Live Responsibly: Develop Resilience
5. Live Responsibly: Embrace Sustainability
6. Live Responsibly: Foster Accountability
7. Refine Professionalism: Act Ethically
8. Refine Professionalism: Improve Critical Thinking
9. Refine Professionalism: Participate Collaboratively
10. Refine Professionalism: Practice Effective Communication

High Impact Practices

1. Technology-Enhanced Learning: this course will incorporate digital technologies like gamification, virtual reality experiences, or simulations. In addition, you will create technology-enhanced products such as ePortfolios, multimedia presentations, or other e-products to showcase your learning.

Program Outcomes

1. Demonstrate effective workplace communications
2. Apply technology skills to business and administrative tasks
3. Perform routine administrative procedures
4. Manage administrative projects
5. Manage internal and external relationships
6. Model professionalism in the workplace

Course Competencies

1. Use an integrated software simulation.

Assessment Strategies

- 1.1. Simulation

Criteria

You will know you are successful when

- 1.1. you complete the simulation.
- 1.2. you identify which software to use with each project.
- 1.3. you explore different websites to use.
- 1.4. you use time management to successfully complete simulation.

Learning Objectives

- 1.a. Complete practical application of a spreadsheet software package
- 1.b. Complete practical applications of a database software package
- 1.c. Complete practical applications of a word processing software package
- 1.d. Complete practical applications of a graphics software package
- 1.e. Show files from spreadsheet, database, graphics and work processing software packages
- 1.f. Show proper use of electronic files
- 1.g. Use effective writing techniques in completing written documents

2. Manage office environment.

Assessment Strategies

2.1. Report

Criteria

You will know you are successful when

- 2.1. you manage the office setting.
- 2.2. you use resources to manage.
- 2.3. you identify strategies that worked.
- 2.4. you identify strategies that did not work.

Learning Objectives

- 2.a. Examine a mission statement
- 2.b. Use e-mails with attachments
- 2.c. Construct styles when completing a report
- 2.d. Design an organizational chart
- 2.e. Show the importance of maintaining accurate directory listings
- 2.f. Illustrate appropriate means of communication with others

3. Prepare administrative documents.

Assessment Strategies

3.1. Simulation

Criteria

You will know you are successful when

- 3.1. you complete office documents.
- 3.2. you explore different software.
- 3.3. you use different software.
- 3.4. you identify barriers to preparing documents.

Learning Objectives

- 3.a. Complete emails
- 3.b. Construct a mail merge for letters
- 3.c. Complete budget reports
- 3.d. Complete a presentation using presentation software
- 3.e. Compose a news release
- 3.f. Construct financial documents

4. Prepare marketing documents.

Assessment Strategies

4.1. Simulation

Criteria

You will know you are successful when

- 4.1. you create materials to promote the company.
- 4.2. you identify different software to use.
- 4.3. you identify barriers to using different software.
- 4.4. you select a plan to build marketing documents.

Learning Objectives

- 4.a. Create fax cover sheets
- 4.b. Create letterhead
- 4.c. Create certificates
- 4.d. Create brochures
- 4.e. Create newsletters

5. Manage travel documents.

Assessment Strategies

5.1. Simulation

Criteria

You will know you are successful when

- 5.1. you create travel documents.
- 5.2. you process travel requests forms.
- 5.3. you identify different software to use to manage documents.
- 5.4. you select software to manage travel documents.

Learning Objectives

- 5.a. Create travel request forms
- 5.b. Formulate travel requests
- 5.c. Develop a plan to use the Internet for directions
- 5.d. Formulate travel expenses

6. Examine the job market.

Assessment Strategies

- 6.1. Self Assessment

Criteria

You will know you are successful when

- 6.1. you explore the type of job wanted.
- 6.2. you identify key Western resources to help obtain the job he or she wants.
- 6.3. you examine barriers in achieving the job wanted.
- 6.4. you integrate Western's resources in job search.

Learning Objectives

- 6.a. Create a job notice, networking contacts and company job search
- 6.b. Develop a plan to use the Internet and other resources to find an appropriate job opening information
- 6.c. Integrate Western's career website for job searches
- 6.d. Integrate TechConnect for job searches.

7. Prepare documents for career portfolio.

Assessment Strategies

- 7.1. Portfolio

Criteria

You will know you are successful when

- 7.1. you prepare career documents.
- 7.2. you examine different software to use in portfolio.
- 7.3. you choose best software to present in portfolio.
- 7.4. you prepare a portfolio to be used for interviewing.

Learning Objectives

- 7.a. Create a resume on paper
- 7.b. Create a resume online
- 7.c. Compose a cover letter
- 7.d. Construct an application on paper
- 7.e. Construct an application online

8. Prepare training documents.

Assessment Strategies

- 8.1. Simulation

Criteria

You will know you are successful when

- 8.1. you prepare training documents.
- 8.2. you explore different software.
- 8.3. you choose correct software to use for training.

8.4. you present a training program.

Learning Objectives

- 8.a. Predict the use of existing presentation
- 8.b. Construct a presentation show
- 8.c. Develop a plan for a presentation
- 8.d. Design a training program