

# Professional Profile

## Course Outcome Summary

### Course Information

Organization	Madison Area Technical College
Developers	Paula Suominen
Development Date	7/30/2002
Revised Date	6/12/2007
Course Number	10-106-102
Instructional Level	Associate Degree
Potential Hours of Instruction	18
Total Credits	1

### Description

Concentrates on the knowledge, attitudes, and skills necessary to succeed in the Administrative Assistant program and to grow personally and professionally. Topics include mentoring, career success, campus resources, paper and electronic skills portfolio, core abilities, internship requirements, professional organizations, time management skills, values and work environment preferences, and self-assessment of present career skills.

### Target Population

Students in the first semester of the Administrative Assistant program.

### Types of Instruction

Instruction Type	Contact Hours	Credits
Classroom Presentation	18	1

### Textbooks

Madison Area Technical College. *MATC Catalog*. **Edition:** Current. **Unit Price:** Free. **Source:** Instructor.

### Learner Supplies

Notebook for notetaking.

Folder for handouts.

### Exit Learning Outcomes

#### Core Abilities

- A. Self-management

### Competencies

- A. Acquaint self with program, course, and students  
Competence will be demonstrated:

A.1. by submitting a report

**Criteria - Performance will be satisfactory when:**

- A.1. you introduce yourself to students
- A.2. report is a minimum of 100 words
- A.3. report includes reasons why you chose the program
- A.4. report includes an identification of courses in the program

**B. Access Campus Resources**

**Competence will be demonstrated:**

B.1. by submitting a report

**Criteria - Performance will be satisfactory when:**

- B.1. report is a minimum of 200 words
- B.2. report includes an identification of the resources available through the Student Life Center
- B.3. report includes an identification of the resources available through the Wellness Center
- B.4. report includes an identification of the advisors and counselors
- B.5. report includes an identification of the resources available to assist the student in handling school and personal problems
- B.6. report includes an identification of the resources available through Financial Aid

**C. Explore professional organizations**

**Competence will be demonstrated:**

C.1. by submitting a report

**Criteria - Performance will be satisfactory when:**

- C.1. you write a 200 word report on what you learned from a speaker(s) and/or researching websites of organizations
- C.2. report includes the identification of resources available through the Wellness Center

**D. Explore the administrative assistant profession with a mentor**

**Competence will be demonstrated:**

- D.1. by preparing a keyed report on visits #1, #2, and #3
- D.2. by giving a short oral presentation on visits #1, #2, and #3
- D.3. by submitting written thank-you note to instructor
- D.4. you completes evaluation of mentor program

**Criteria - Performance will be satisfactory when:**

- D.1. you contact your assigned mentor
- D.2. you email your instructor on mentor visit date and time and questions to be covered
- D.3. you meet with your mentor at least three times
- D.4. you prepare a keyed report on meeting with your mentor using proper format as given on handout
- D.5. your report includes date, time, and place of meeting and what you learned from the meeting
- D.6. you give an oral presentation on your mentor visit highlighting information gathered
- D.7. you evaluate the mentor program using instructor's form
- D.8. you write a thank-you note to your mentor

- E. Examine the Office of the Future**  
**Competence will be demonstrated:**  
E.1. by submitting a people skill assessment  
E.2. by submitting a critique on each film  
**Criteria - Performance will be satisfactory when:**  
E.1. you write a short critique paragraph after viewing current films on administrative office support from Office Team and/or IAAP  
E.2. you complete the people skills assessment
- F. Compile documents for Skills Portfolio**  
**Competence will be demonstrated:**  
F.1. by submitting work samples to instructor with reflective statement  
**Criteria - Performance will be satisfactory when:**  
F.1. you collect work samples from various courses  
F.2. you write a reflective statement for each work sample
- G. Analyze Core Abilities**  
**Competence will be demonstrated:**  
G.1. by submitting a core abilities form  
**Criteria - Performance will be satisfactory when:**  
G.1. you analyze your current level of core abilities  
G.2. you cite examples of where core abilities have been learned  
G.3. you identify two ways to develop core abilities
- H. Outline Internship Requirements**  
**Competence will be demonstrated:**  
H.1. by submitting the internship requirements handout  
**Criteria - Performance will be satisfactory when:**  
H.1. you identify the characteristics of an appropriate internship
- I. Lay out a map of sequence of courses for program**  
**Competence will be demonstrated:**  
I.1. by submitting a program course grid  
I.2. by submitting a course schedule for the next semester  
**Criteria - Performance will be satisfactory when:**  
I.1. you complete your course scheduling for the next semester  
I.2. you complete the program course grid
- J. Examine values and work environment preferences**  
**Competence will be demonstrated:**  
J.1. by submitting a work values form  
J.2. by submitting a work environments form  
**Criteria - Performance will be satisfactory when:**  
J.1. you analyze your work values using distributed form  
J.2. you analyze the different work environments using the distributed form
- K. Assess present career skills**  
**Competence will be demonstrated:**  
K.1. by submitting a career skills form  
**Criteria - Performance will be satisfactory when:**

- K.1. you analyze your skills necessary to your career
- K.2. you complete a career skills form

**L. Evaluate course**

**Competence will be demonstrated:**

- M.1. by submitting an evaluation form

**Criteria - Performance will be satisfactory when:**

- M.1. you complete an evaluation form distributed by instructor