South Central College

OTEC 2815 Employment Portfolio

Course Outcome Summary

Course Information

Description
This course is a capstone course for the Office Administration and Technology program. This course will focus on developing knowledge that will serve as a foundation for the student's employment search process by assisting him/her in the development of successful marketing strategies for employment. As a capstone course, students are given an online assessment of the use of software and keyboarding skills to ensure competence prior to graduation. The Training Skills Assessment (TSA) -- NOCTI will be administered during this course. Students will develop distinctive portfolios to assist in their career search. Limited to final semester Office Administration and Technology program students. (Prerequisites: OTEC1860, OTEC2820)

Total Credits 3
Total Hours 48

Types of Instruction

Instruction Type Credits/Hours
Lecture/Online 3/48

Pre/Corequisites

OTEC1860
OTEC2820

Institutional Core Competencies

Communication - Students will be able to demonstrate appropriate and effective interactions with others to achieve their personal, academic, and professional objectives.

Critical and Creative Thinking - Students will be able to demonstrate purposeful thinking with the goal of using a creative process for developing and building upon ideas and/or the goal of using a critical process for the analyzing and evaluating of ideas.

Cultural Competence - Students will be able to demonstrate an attitude of personal curiosity, a rising knowledge of cultures, and an evolving range of skills for living and working among others with other worldviews and ways of life.

Course Competencies
1. **Develop foundation knowledge for employment search process**
   Learning Objectives
   - Exhibit professionalism
   - Use Internet sources
   - Understand that finding a position within one’s career can be a full-time job

2. **Create digital and paper documents for marketing purposes**
   Learning Objectives
   - Design a professional personal letterhead
   - Create a professional resume
   - Create a credible reference page
   - Write a professional cover letter

3. **Develop foundation knowledge of the digital portfolio concept and application**
   Learning Objectives
   - Identify who needs a portfolio
   - Identify what is a portfolio
   - Identify why a portfolio is needed
   - Exhibit professionalism as an administrative office specialist while creating digital portfolio

4. **Create professional career search documentation through the creation of a digital portfolio**
   Learning Objectives
   - Record audio files for possible use in digital portfolio format
   - Present digital portfolio to course colleagues, instructor, and others
   - Create a professional digital portfolio using advanced features in PowerPoint
   - Research use of integrated music and voice narration for digital portfolio

5. **Develop understanding of the value of the employment search process**
   Learning Objectives
   - Identify the steps to the career search process
   - Use and understand the online employment Web sites such as Monster.com and CareerBuilder.com
   - Identify networking opportunities to share marketing media

6. **Complete Training Skills Assessment (TSA) -- NOCTI Administrative Assisting (4101)**
   Learning Objectives
   - Complete the NOCTI Computer Applications Assessment
   - Complete the NOCTI Working in An Office Environment Assessment
   - Complete the NOCTI Records Management Assessment
   - Complete the NOCTI Office Procedures Assessment
   - Complete the NOCTI Accounting and Computational Skills Assessment

7. **Complete ProveIt! Industry-Based Online Testing**
   Learning Objectives
   - Complete the MS Word assessment
   - Complete the MS Excel assessment
   - Complete the 3-minute on screen keyboarding assessment
   - Complete the MS Access assessment
   - Complete the MS PowerPoint assessment
   - Complete the MS Outlook assessment
   - Complete the Office Grammar and Spelling Assessment

8. **Create a professional image using social media**
   Learning Objectives
   - Create a LinkedIn presence
   - Create a professional web page using Wix

9. **Collect artifacts required for creation of various portfolios**
Learning Objectives
Compile common course outlines or syllabi from completed coursework
Create electronic files/folders of marketing media, resume, reference page, cover letter, assignments, examples of projects from courses, assessment results, honors and awards, DARS report, transcript, etc.
Maintain all electronic files in an organized file management system

SCC Accessibility Statement
South Central College strives to make all learning experiences as accessible as possible. If you have a disability and need accommodations for access to this class, contact the Academic Support Center to request and discuss accommodations. North Mankato: Room B-132, (507) 389-7222; Faribault: Room A-116, (507) 332-7222.

Additional information and forms can be found at: www.southcentral.edu/disability

This material can be made available in alternative formats by contacting the Academic Support Center at 507-389-7222.