



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

Lecture/Online

Credits/Hours

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 Provelt! 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

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