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)

3

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Lecture/Online   3/48

OTEC1860

OTEC2820

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.

Exhibit professionalism
Use Internet sources
Understand that finding a position within one's career can be a full-time job

Design a professional personal letterhead
Create a professional resume
Create a credible reference page
Write a professional cover letter

Identify who needs a portfolio