

**MORAINÉ PARK TECHNICAL COLLEGE
PROGRAM OUTCOMES WORKSHEET
2008-2009**

Program Name: Administrative Assistant
Program Number: 10-106-6
Required Exit Assessment: Capstone Project

Student Name:
MPTC Six-Digit Student ID #:
Semester of Program Acceptance:

Program Learning Outcomes					
Apply organizational skills to occupational tasks.	Final Project				
106-142 Business Meeting and Event Planning					
Apply problem-solving concepts in a team environment.	Final Project				
196-189 Problem Solving/Team Building					
Apply technology skills to specific business projects.	Projects that demonstrate skills in Excel, Access, PageMaker, PP, and Integration				
106-133 Microsoft Office - Advanced Projects					
106-113 Business Publications					
Compose business messages.	Original Correspondence or Team Project				
106-111 Business Communications					
Apply communication technologies	Projects that demonstrate skills in digital distribution of files, digital scheduling, recognition technologies, internet conferencing, or multimedia technologies.				
106-134 Communication Technologies					
Apply customer service strategies	Instructor Observation Checklist				
106-122 Customer Service Applications					
Organize business records					
106-123 Editing Applications					
Research business information.	Team Research Project				
106-111 Business Communications					
890-130 Career Development	Core Ability Inventory and Self-assessment Reflection AND Reflection essay "How I've Changed: Then and Now"				