

**MORAINÉ PARK TECHNICAL COLLEGE
PROGRAM OUTCOMES WORKSHEET
2009-2010**

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

Student Name:
MPTC Student ID #:

Program Learning Outcomes	
Apply organizational skills to occupational tasks. 106-142 Business Meeting and Event Planning	Final Project
Apply problem-solving concepts in a team environment. 196-189 Problem Solving/Team Building	Final Project
Apply technology skills to specific business projects. 106-113 Business Publications	Projects that demonstrate skills in Excel, Access, Publisher, PowerPoint and Integration
Compose business messages. 106-111 Business Communications	Original Correspondence or Team Project
Apply communication technologies 106-134 Communication Technologies	Projects that demonstrate skills in digital distribution of files, digital scheduling, recognition technologies, internet conferencing, or multimedia technologies.
Apply customer service strategies 106-122 Customer Service Applications	Instructor Observation Checklist
Organize business records 106-123 Editing Applications	
Research business information. 106-111 Business Communications	Team Research Project