LEADERSHIP FOR ADMINISTRATIVE PROFESSIONALS — SMGT 1023

A. Course Description
   - Credits: 1.00
     - Lecture Hours/Week: 1.00
     - Lab Hours/Week: 0.00
     - OJT Hours/Week: 0
     - Prerequisites: None
     - Corequisites: None
     - MnTC Goals: None

Today's workplace is changing and so is the role of the administrative professional. No longer subordinate to management, "admins" of the 21st. century are business partners in meeting corporate goals and objectives. Learn what it takes to become an accomplished administrative professional and a recognized leader in your workplace. (DUAL NUMBERED WITH COURSE OFFC1023) Prerequisites: None.

B. Course Effective Dates: 1/10/05 – Present

C. Outline of Major Content Areas
   As noted on course syllabus

D. Learning Outcomes
   1. build career-oriented behaviors that establish professional credibility
   2. create a professional development plan
   3. explore partnering opportunities with your team/manager
   4. overcome attitudes that limit administrative success

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

F. Learner Outcomes Assessment
   As noted on course syllabus

G. Special Information
   None noted