

# Dakota County Technical College

## SMGT 1023: Leadership for Administrative Professionals

### A. COURSE DESCRIPTION

Credits: 1

Lecture Hours/Week: 1

Lab Hours/Week: \*.\*

OJT Hours/Week: \*.\*

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:** 01/10/2005 - Present

### C. OUTLINE OF MAJOR CONTENT AREAS

### D. LEARNING OUTCOMES (General)

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

None

### F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

### G. SPECIAL INFORMATION

None noted