

Spokane Community College

COURSE LEARNING OUTCOMES (CLO) AND OUTLINE

Course Title: Administrative Professional Internship

Prefix and Course Number: BT 285

Version Date: March 18, 2021

Course Learning Outcomes

By the end of this course, a student should be able to

1. Apply academic knowledge and office skills in a professional setting.
2. Practice interpersonal skills such as communication and collaboration.
3. Demonstrate workplace professionalism such as positive attitude, professional appearance, and punctuality.

Course Outline

- I. Secure internship
- II. Work Experience (100 hours)
 - A. Internship reflections
- III. Internship Evaluation