Wharton County Junior College

SCANS Matrix

Program: Business Office Technology: AAS
CIP: 52.0401

Program: Business Office Technology

LIST ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES

Competencies								Course Number	Course Title
1	2	3	4	5	6	7	8		
X	X		X	X	X	X	X	POFT 1301	Business English
X	X	X	X	X	X	X	X	POFT 1309	Administrative Office Procedures I
X	X		X	X	X	X	X	MRKG 1301	Customer Relationship Management
X		X	X	X	X	X	X	POFT 1321	Business Math
X	X		X	X	X	X	X	POFI 1301	Computer Applications I
X		X	X	X	X	X	X	ACNT 1303	Introduction to Accounting I
X	X		X	X	X	X	X	POFI 2401	Word Processing
X		X	X	X	X	X	X	ACNT 1411	Introduction to Computerized Accounting
X		X	X	X	X	X	X	POFT 1413 or ACNT 1429	Professional Workforce Preparation or Payroll and Business Tax Accounting
X		X	X	X	X	X	X	POFI 1349	Spreadsheets
X	X		X	X	X	X	X	BUSI 1301	Business Principles
X	X		X	X	X	X			Social /Behavioral Science elective
X	X		X	X	X	X			Social/Behavioral Science elective
X	X		X	X	X	X	X	ENGL 1301 or SPCH 1315	Composition I or Public Speaking
X	X	X	X	X	X	X	X	MATH 1314 or MATH 1324	College Algebra or Mathematics for Business & Social Sciences
X	X		X	X	X	X	X	BUSI 2301	Business Law
X	X		X	X	X	X	X	PBAD 2339	Human Resource Management
X	X		X	X	X	X			Humanities or Performing/Visual Arts elective
X	X		X	X	X	X	X	BUSI 2304	Business Report Writing and Correspondence

COMPETENCY REFERENCES

	8 **Basic use of computers**
	7 **Workplace Competencies**: resources; interpersonal skills; information; systems; and technology.
	6 **Personal Qualities**: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.
	5 **Thinking Skills**: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively.
	4 **Speaking and Listening**: Organize ideas and communicate orally; receive, attend to, interpret, and respond to verbal messages and other cues.
	3 **Arithmetic or Mathematics**: Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.
	2 **Writing**: Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.
1 **Reading**: Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.	

SCANS Competencies Checklist

Academic Year: 2022-2023

SCANS COMPETENCIES FOR PROGRAM: Business Office Technology: AAS

Competency	Course where Competency is Assessed	Method of Assessment	Improvements as a Result of Assessment Findings
1 READING: Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.	POFT 1301 Business English	Comprehensive final exam questions. Evaluated every three years.	Students must score at least 70% on final exam questions correctly. Instructor will continue to review final exam questions related to reading comprehension.
2 WRITING: Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.	POFT 1301 Business English	Comprehensive final exam questions and writer's workshop lessons. Evaluated every three years.	Students must score at least 70% on final exam questions correctly. Instructor will continue to review final exam questions related to reading comprehension and basic grammar.
3 ARITHMETIC OR MATHEMATICS: Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.	POFT 1321 Business Math	Comprehensive final exam questions. Evaluated every three years.	Students must score at least 70% on final exam questions correctly. Instructor will continue to review final exam questions related to reading comprehension.
4 SPEAKING AND LISTENING: Organize ideas and communicate orally; receive, attend to, interpret, and respond to verbal messages and other cues.	POFT 1309 Administrative Office Procedures I	Test 1 and oral presentation. Evaluated every three years.	70% will correctly answer questions tied to SLO correctly. Instructor will provide additional opportunities to practice oral communication in preparation for test 1.
5 THINKING SKILLS: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively.	POFT 1309 Administrative Office Procedures I	Test 1. Evaluated every three years.	70% will correctly answer questions tied to SLO correctly. Instructor will provide additional opportunities addressing making decisions and time management skills.
6 PERSONAL QUALITIES: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.	POFT 1309 Administrative Office Procedures I	Test 1. Evaluated every three years.	70% will correctly answer questions tied to SLO correctly. Instructor will enhance class lecture relating to responsibility and time management skills.
7 WORKPLACE COMPETENCIES: resources; interpersonal skills; information; systems; and technology	POFT 1309 Administrative Office Procedures I	Test 1. Evaluated every three years.	70% will correctly answer questions tied to SLO correctly. Instructor will provide additional opportunities to practice interpersonal skills.

Competency	Course where Competency is Assessed	Method of Assessment	Improvements as a Result of Assessment Findings
8 BASIC USE OF COMPUTERS	POFI 1301 Computer Applications I	Quizzes and exams. Evaluated every three years.	Students will score 70% or better on final exam. Instructor will provide additional class exercises to practice worksheet computer applications.