Wharton County Junior College

SCANS Matrix

Program: Business Office Technology: Payroll Specialist L1 Certificate
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	ACNT 1411	Computerized Accounting
X		X	X	X	X	X	X	ACNT 1429	Payroll and Business Tax Accounting
X	X	X	X	X	X	X	X	ACNT 1303	Introduction to Accounting I
X		X	X	X	X	X	X	POFT 1321	Business Math
X	X		X	X	X	X	X	POFI 1301	Computer Applications I

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: Payroll Specialist L1 Certificate

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.	ACNT 1303 Introduction to Accounting	Comprehensive final exam questions. Evaluated every three years.	70% will answer questions at least 80% tied to SLO correctly
2 WRITING: Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.	ACNT 1303 Introduction to Accounting	Chapter 6 Homework for financial statements.	70% will answer questions at least 80% tied to SLO correctly
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.	ACNT 1303 Introduction to Accounting	Comprehensive final exam questions. Evaluated every three years.	70% will answer questions at least 80% tied to SLO correctly
5 THINKING SKILLS: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively.	ACNT 1303 Introduction to Accounting	Comprehensive final exam questions. Evaluated every three years.	70% will answer questions at least 80% tied to SLO correctly
6 PERSONAL QUALITIES: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.	ACNT 1303 Introduction to Accounting	Comprehensive final exam questions. Evaluated every three years.	70% will answer questions at least 80% tied to SLO correctly
7 WORKPLACE COMPETENCIES: resources; interpersonal skills; information; systems; and technology	ACNT 1303 Introduction to Accounting	Comprehensive final exam questions. Evaluated every three years.	70% will answer questions at least 80% tied to SLO correctly
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.