

SCANS Competencies Checklist

Academic Year: 2022-2023

SCANS COMPETENCIES FOR PROGRAM: Business Office Technology: Administrative Assistant L2 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. | 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. |

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|---------------------------------|-------------------------------------|-------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 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. |