# COLLIN COLLEGE

# COURSE SYLLABUS

Course Information

**Course Number:** POFT 1349

**Course Title:** Administrative Office Procedures II (Capstone Course)

**Course Description:** In-depth coverage of office procedures with emphasis on decision-making, goal setting, management theories, and critical thinking. To be completed during the last semester of the Business Office Support Systems degree or certificate. Lab required.

# Course Credit Hours: 3

 Lecture Hours: 2

 Lab Hours: 2

**Prerequisites**: ITSC 1309, POFI 2301, POFT 1307, POFT 1319 and POFT 2301

**Student Learning Outcomes:**

* **State-mandated Outcomes:** Upon successful completion of this course, students will:
1. Prepare business documents. (SCANS: F1, F2, F6, F7, F8, F9, F10, F11, C1, C11, C12, C13, C14)
2. Present business data in report form (SCANS: F1, F2, F3, F6, F7, F8, F9, F10, F11, C1, C3, C11, C12, C13, C14)
3. Define management theories. (SCANS: F1, F2, F3, F4, F5, F6, F7, F8, F9, F10, F11, F12, F13, F14, F15, F16, C1, C2, C3, C4, C5, C6, C7, C8, C9, C10, C11, C12, C13, C14, C15, C16, C17, C18, C19, C20)

**Secretary’s Commission on the Acquisition of Necessary Skills (SCANS) -** SCANS skills are a group of foundational skills and workplace competencies that the Secretary’s Commission on the Acquisition of Necessary Skills established as vitally important for workplace success in the 21st century. In Collin’s workforce programs, the SCANS skills are developed and reinforced throughout the curriculum to provide students with an opportunity to hone these skills/competencies in the context of their education. Over the course of an entire degree program, the successful student is expected to demonstrate all of the SCANS skills and competencies as part of their education. The SCANS Foundation Skills and Workplace Competencies are described at: <http://www.collin.edu/academics/programs/Workforce_SCANS_Skills_Syllabi_Code_Key.pdf>

**Withdrawal Policy:** See the current *Collin Registration Guide* for last day to withdraw.

**Collin College Academic Policies:** See the current *Collin Student Handbook.*

**Americans with Disabilities Act Statement:** Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate

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