

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Office Professional Program
Revision Date: 08-26-19

I. CATALOG DESCRIPTION

Course Number: OFFT2850
Course Title: Office Professional Capstone
Prerequisite(s): OFFT1310 or ACCT1200, ENGL1110, and OFFT2410

Catalog Description: A comprehensive project-based capstone course where students apply business knowledge and skills learned involving accounting, technology, communication, and collaboration/teamwork.

Credit Hours: 3.0
Class Hours: 45
Lab Hours: 0
Total Contact Hours: 45

II. COURSE OBJECTIVES: *Course will teach students to*

- A. Develop and apply critical thinking skills to simulate project-based office assignments while working independently and with a team on tasks common in a business environment.
- B. Employ a hands-on approach in an interactive and virtual setting.
- C. Value workplace accountability through participation and completion of projects.
- D. Prepare for entry into productive employment in a rapidly changing environment.
- E. Utilize life-long learning activities to foster continuous development and improvement of knowledge and skills needed for employment.
- F. Use transferrable skills including problem solving, communications, work ethic, interpersonal relations, and teamwork in a simulated environment.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

- A. Student Learning Outcomes: *Students will be able to*
 - 1. Apply critical thinking skills to plan, create, and execute simulated projects while working independently and with a team on tasks common in a business environment.
 - 2. Use human relations skills in interactive behavior through personal interaction and technology utilization.
 - 3. Develop a realistic approach to participation as it affects project completion.
 - 4. Demonstrate ability to be a productive member in the workplace.
 - 5. Adapt life-long learning tactics in a rapidly changing environment.
 - 6. Exhibit necessary transferrable skills to be a valuable member in any organization.
- B. General Education Learning Outcomes (GELOs)
 - 1. GELO 3: Critical Thinking and Problem Solving
 - Outcome 2: Synthesize information to arrive at reasoned solutions to problems.

IV. CONTENT/TOPICAL OUTLINE *(course outline may provide more detailed information)*

- A. Ethics project(s)
- B. Giving and Receiving feedback activities
- C. Preparing and delivering instructions
- D. Event Management
- E. Meeting management – pre-meeting, meeting, and post-meeting duties
- F. Presentations
- G. Support functions for Accounting, Human Resources, Operations, and Communications/Marketing departments

- H. Database management
- I. Spreadsheet applications
- J. Technology software packages

V. INSTRUCTIONAL MATERIALS

- A. Required Text: Gutmann, Joanna. *Taking Minutes of Meetings: Set the Agenda; Identify What to Note; Write Accurate Minutes*. Sunday Times Success.
- B. Original projects are being developed
- C. Webcam access, microphone, Internet, and computer to complete out-of-class projects

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Discussion
- B. Collaboration
- C. Interactive projects
- D. Presentations
- E. Supplementary reading
- F. Electronic meetings
- G. Electronic calendar

VII. METHODS OF EVALUATION

- A. SCC STANDARD GRADING SCALE POLICY

A+	95-100	C+	75-79
A	90-94	C	70-74
B+	85-89	D+	65-69
B	80-84	D	60-64
		F	Below 60

VIII. SPECIFIC COURSE REQUIREMENTS

- A. Grade Requirement: Student must complete course with a minimum course grade of D (60 percent).
- B. Course not a prerequisite for any other class.