

# Spokane Falls Community College

## Course Learning Outcomes

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**Prefix and Course Number:** BT 260

**Course Title:** Administrative Office Management

**Version Date:** 4/24/2019

### Course Learning Outcomes:

Upon successful completion of the course, the student will be able to:

1. Identify a variety of management principles and theories.
2. Develop and implement problem-solving skills in case studies
3. Correctly gather primary and secondary research to prepare business reports for decision making.
4. Identify strategies for working in a multi-generational workplace.
5. Identify team work skills and strategies to working in teams.
6. Research current business topics and present the information written and orally.