**Program Student Learning Outcomes Assessment Summary**

**(AY 2012-2013)**

**Program Student Learning Outcomes (PSLOs)**

At the completion of the **Bookkeeping** **certificate**, the student will be able to:

1. Demonstrate proper bookkeeping techniques for a small business.
2. Demonstrate general computer competence and information technology literacy.
3. Describe small business management techniques.
4. Communicate effectively in English for business purposes.
5. Perform business computations and apply logic as needed.
6. File documents properly and use common office machines.

**PSLO Assessment Report Summary**

**What we looked at:**

The Bookkeeping certificate, assessment focused on all \_\_\_\_PSLOs. Listed below are the assessment plans for each of the PSLOs.

**What we found:**

**What we are planning to work on:**

**Recommendations for students:**