

SLO#	Program SLO#	I, D, M	Reflection/Comment
1. Gain first-hand knowledge of the procedure of applying for a job such filling out an application getting a job interview, and composing a resume'.	4	D	16 students were successful in meeting this objective by receiving A,B, and C on the process of applying for a job which included properly filling up an application and providing all the necessary documentations such as letters of reference, resume, updated transcript, and a cover letter. A mock interview was also used as an assessment strategy and 1 student got A, 8students got B and 7students got C
2. Demonstrate and master bookkeeping skills through duties performed at job training site; which include posting of general ledgers, preparing various financial worksheets, and reconciling of financial records.	1, 2, 3, 5	D,M	Only 1 student was able to demonstrate this objective by doing minimal bookkeeping at the training site. The rest of the students were not able to demonstrate these skills at their intern sites
3. Gain first-hand knowledge of the use of office machinery such as fax machine, telephone, duplicating machine, computer, calculator, and register.	2, 3, 4, 5,6	D	14 students passed with grades A, B, & C, in successfully meeting this objective through demonstrations in an office setting from the Pohmpci State Government and Local Government offices. Supervisory evaluations were used to assess students' performances.
4. Demonstrate and master strong communication skills both orally and written through following telephone etiquettes, writing correspondence business letters, and servicing customers.	2,3, 5	D,M	14 students' passed with grades A, B, & C, in successfully demonstrating minimal communication skills both orally and written through following telephone etiquettes and servicing customers.
5. Demonstrate and apply basic business mathematical skills to perform specific office duties and responsibilities.	5	D	14 students' passed with grades A, B & C, in successfully demonstrating this objective through assisting in, calculating time sheets, and other document that needs calculations at the training sites. Supervisory evaluations were used to assess students' performances.
6. Demonstrate and master duties and responsibilities of office procedures such as dictation, typing, and filing.	3,4,6	D, M	14 students passed with grades A, B & C, in successfully demonstrating this objective through assisting in the filing of documents, materials and typing up forms needed at certain working sites. Supervisory evaluations were used to assess

students' performances. Based on supervisory assessments, students did not master dictations.

Program Learning Outcomes:

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.

Additional observations: Two students got grades of I (Incomplete). The student with the grades of (I), completed only 61.41 practicum hours and never returned to her practicum site. If she is to complete her practicum hours, her change of grade will be C. The other student if she did not complete her hours her grade will be F.

Special comments: All four students fulfilled the hours to complete this Practicum.

Recommendations: Prerequisite requirements should be followed.

Signature: 

Date: 12/18/13

Institution Learning Outcomes:

COM-FSM graduates will demonstrate that they can:

- a. communicate effectively
- b. employ critical thinking / & problem solving
- c. possess specific knowledge and skills in a major discipline or professional program of study
- d. take responsibility and develop skills for learning
- e. interact responsibly with people, cultures, and their environment