**Program Student Learning Outcomes Assessment Summary**

**(AY 2012-2013)**

**Program Student Learning Outcomes (PSLOs)**

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

1. Apply proper bookkeeping techniques in an office.
2. Demonstrate general computer competence and information technology literacy.
3. Demonstrate proper office procedures and 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 Secretarial Science 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:**