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## Academic Assessment

### Program Learning Outcomes

|                           |   |
|---------------------------|---|
| Division                  | Math, Science, Business & Technology  |
| Program                   | Administrative Office Professional  |
| Degree/Certificate        | Certificate   |
| Program Learning Outcomes | Students will be able to:<br><ol style="list-style-type: none"><li>1. Exhibit proficiency in applying technology to business situations.</li><li>2. Demonstrate quality written and oral communication skills in a variety of settings.</li></ol> |

Submitted 10/30/2019