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## Academic Assessment

### Program Learning Outcomes

Division	Math, Science, Business & Technology
Program	Office Assistant
Degree/Certificate	Certificate
Program Learning Outcomes	Students will be able to: <ol style="list-style-type: none"><li>1. Perform essential office tasks using a variety of office equipment and technology.</li><li>2. Demonstrate quality written and oral communication skills in a variety of settings.</li></ol>

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