

Gallup Branch Campus Administrative Assistant, AAS

Broad Learning Goals

- A. Students will be able to demonstrate proficiency in oral and written communication.
- B. Students will be able to solve mathematical problems using critical thinking skills.
- C. Students will be able to demonstrate computer usage skills.
- D. Students will be able to provide administrative support for program areas.

Student Learning Outcomes

- A1. Students will be able to communicate effectively both written and orally.
- B1. Students will be able to solve mathematical problems by applying concepts and providing the results.
- C1. Students will be able to demonstrate knowledge of the basic operations of a computer and software applications.
- D1. Students will be able to handle a variety of administrative and clerical duties needed to run an organization efficiently.