

Gallup Branch Campus Secretarial Skill, Certificate

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 read and follow directions.
- D. Students will be able to demonstrate computer usage skills.

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 proving the results.
- C1. Students will be able to comprehend written directions by accurately performing 90% of the tasks given.
- D1. Students will be able to demonstrate the basic operation of a computer and software applications.