

AM110

PROGRAM EDUCATION OBJECTIVE (PEO)

1. Administrative assistants who solve problems with knowledge and cognitive skills in industries related to public administration
2. Administrative assistants who demonstrate functional work skills in industries related to public administration
3. Administrative assistants who display good ethics, professionalism, managerial and personal skills with entrepreneurial capabilities skills in industries related to public administration

PROGRAM LEARNING OUTCOMES (PLO)

1. Describe basic knowledge of public administration
2. Solve problems with cognitive skills in issues related to public administration
3. Perform practical skills related to public administration
4. Demonstrate effective interpersonal skills.
5. Demonstrate effective communication skills with clients and stakeholders
6. Demonstrate digital skills in organization
7. Demonstrate numeracy skills related to public administration
8. Demonstrate leadership, autonomy and responsibility
9. Demonstrate good personal skills
10. Demonstrate entrepreneurial skills in related activities
11. Display good ethics and professionalism