BA232

Program Education Objectives (PEO)

1. Executives' office administrator who are knowledgeable and technically competent in solving problem creatively and innovatively in areas related to business and office systems management.
2. Executives' office administrator who practice good interpersonal, effective communication, digital, and numeracy skills in a field of business and office systems management
3. Executives' office administrator who demonstrates good leadership, personal skills and possess entrepreneurial skills in areas related to business and office systems management.
4. Executives' office administrator who demonstrates ethics and professionalism in the vivacious business environment.

Program Learning Outcomes (PLO)

PLO1 Apply in depth office systems management knowledge and understanding in an organization.

PLO2 Solve problems with scientific skills in areas related to office systems management.

PLO3 Demonstrate competencies in practicing office systems skills through systematic creative and innovative approach, methods and strategies.

PLO4 Demonstrate good interpersonal skills in areas related to office systems management.

PLO5 Practice effective communication skills in oral and written using appropriate approach, methods and strategies.

PLO6 Competently use wide range of suitable digital technologies and appropriate software to address defined and new situations.

PLO7 Use numeracy skills in solving business problems in areas related to office systems management.

PLO8 Demonstrate leadership skills in managing responsibilities in dynamic office systems environment.

PLO9 Demonstrate personal skills for self-improvement in academic and career development.

PLO10 Display entrepreneurial concept and practice in leading office systems projects and settings.

PLO11 Demonstrate ethics and professionalism with societal and professional engagement.