

Program PLO Statements

Unit Name	PLO Name	PLO	PLO Status
El Camino: PLOs (BUS) - Office Administration	PLO # 3 Business Software	Utilize business software and technology solutions for business communications and analysis.	Active
	PLO #1 Effective Communication Skills	Demonstrate effective oral and written communication skills for business environments.	Active
	PLO #2 Principles, Procedures, and Practices	Analyze and apply appropriate business management principles, procedures, and practices.	Active
	PLO #4 Diverse Businesses	Requirements Demonstrate effective interpersonal, time management, and organizational skills appropriate for diverse business requirements.	Active