Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective:	Spring (Semester)	2008 (Year)

Title: Intermediate Typing/Keyboarding *(limit to 50 characters including spaces)*

Course Number: BOT 101

Initiator: Terri Robertson

Date Submitted: 11/8/2007

Units Min: 3.00

Units Max: 3.00

If this is a variable unit course, then the relationship between units and any difference in expected SLO's should be explained.

Lecture Hours: 1.50 to 1.50

Lab Hours: 4.50 to 4.50

Activity Hours: 0.00 to 0.00

Student Learning Outcomes: *(Enter the SLO's in an outline format. Use the Ctrl + Tab keys to indent for subtopics.)*

1. Demonstrate a skill of not less than 45 words a minute for five minutes within five errors on paragraph material of average difficulty.
2. Copy, make basic editorial corrections, arrange, and execute correctly on business papers and stationery the standard kinds of business forms, tabulations, reports, and correspondence.
3. Apply the editorial skills and technical procedures that production work requires, such as proofreading, dividing words, and making corrections.
4. Answer correctly at least 80 percent of the objective questions on technical information covered in the lessons.
5. Develop knowledge of the content and use of a reference manual.

These outcomes will be assessed by timed writings, observation, completion of documents, tests and reference sheets.

SIGNATURES / APPROVALS:

Instructor(s) _____ Signature _____ Date

Instructor(s) _____ Signature _____ Date