Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective:	Spring (Semester)	2008 (Year)	
Title:	Advanced Typing/Keyboarding *(limit to 50 characters including spaces)*	Course Number:	BOT 102
Initiator:	Terri Robertson	Date Submitted:	11/8/2007

Units Min:	3.00	*If this is a variable unit course, then the relationship between units and any difference in expected SLO's should be explained.*			
Units Max:	3.00				
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 60 words a minute for five minutes within five errors on fairly difficult paragraph material.
2. Demonstrate the ability to type 45 or more words a minute for five minutes within two errors on production material that must be arranged as it is typed.
3. Edit, arrange, and produce correctly and rapidly not only familiar kinds of business correspondence, tabulations, forms, and reports but also unfamiliar and unarranged kinds of those materials.
4. Apply the technical background details involved in efficient production such as alternative display techniques; language skills, such as spelling, capitalizing, and dividing words; and efficiencies in using the typewriter.
5. Answer correctly at least 90 percent of the objective questions on technical information covered in the lessons.
6. 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