



Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective:

Spring	2008
Semester	Year

Title:

Word Processing 2 On A Microcomputer

(limit to 50 characters including spaces)

Course Number:

BOT 121

Initiator:

Terri Robertson

Date Submitted:

11/8/2007

Units Min:

1.50

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

Units Max:

6.00

Lecture Hours:

1.00 to 4.00

Lab Hours:

2.00 to 8.00

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. Locate and interpret advanced word processing functions which are applicable to each assignment.
 2. Write an explanation of the procedures followed to create the document(s) required for each assignment.
 3. Produce error-free documents efficiently using the capabilities of the word processing software.
- These outcomes will be assessed by chapter exercises, quizzes, and unit tests.

SIGNATURES / APPROVALS:

Instructor(s) _____
Signature Date

Instructor(s) _____
Signature Date