



# Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

<b>Term Effective:</b>	Spring	2008
	Semester	Year

Title:   
*(limit to 50 characters including spaces)*

Course Number:

Initiator:

Date Submitted:

Units Min:

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

Units Max:

Lecture Hours:

Lab Hours:

Activity Hours:

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

1. Listen to recorded dictation, typing at a controlled rate of speed (Approximately two-thirds of straight copy typing speed).
  2. Produce "mailable," corrected transcription (as outlined on the syllabus).
  3. Complete skill-building exercises with 80 percent accuracy.
- These outcomes will be assessed by content exams and document keys.

**SIGNATURES / APPROVALS:**

Instructor(s) \_\_\_\_\_  
 Signature Date

Instructor(s) \_\_\_\_\_  
 Signature Date