



Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective:

Spring	2008
Semester	Year

Title:

Writing In The Workplace

(limit to 50 characters including spaces)

Course Number:

BOT 71

Initiator:

Terri Robertson

Date Submitted:

11/8/2007

Units Min:

0.50

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

Units Max:

2.00

Lecture Hours:

0.00 to 0.00

Lab Hours:

0.00 to 0.00

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.)*

Apply good writing techniques to business letters, memos, and e-mails.

These outcomes will be assessed by application of techniques to business correspondence.

SIGNATURES / APPROVALS:

Instructor(s)

Signature

Date

Instructor(s)

Signature

Date