



Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective:	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. Create, print and edit documents
2. Format characters, paragraphs, and documents
3. Manipulate tabs and text
4. Use special features
5. Create headers, footers, footnotes and endnotes

These outcomes will be assessed by classroom participation and hands-on exercises.

SIGNATURES / APPROVALS:

Instructor(s)

Signature

Date

Instructor(s)

Signature

Date