Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Effective Date: 12/6/2007

Title: Beginning Computer Skills **Discipline/Number:** CSC 20

(limit to 50 characters including spaces)

Instructor Contact: Tonia Widler **Date Submitted /Modified**: 9/6/07

Units Min:	1.5	Units Max:	1.5	Lecture Hours:	1.2	Lab Hours:	.8
If this is a variable unit course, the relationship between earned units and any difference in expected SLOs should be explained.							

Student Learning Outcomes:

1. Describe the basic parts of a computer.
2. Define basic computer vocabulary.
3. Use standard computer tools, such as the mouse, dialog boxes, pull down menus.
4. Start up a word processor and use it: enter, edit, save, and print text.
5. Create a basic table in Word
6. Get out on the internet
7. Send an email

Instructor(s):

(Signature) *(Date)*

(Signature) *(Date)*