



# Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Effective Date:

12/6/2007

Title: Computer Skills for Advanced Beginners  
*(limit to 50 characters including spaces)*

Discipline/Number: CSC 26

Instructor Tonia Widler  
Contact: \_\_\_\_\_

Date Submitted 9/6/07  
/Modified: \_\_\_\_\_

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

### Student Learning Outcomes:

1. Define basic computer terminology and be able to explain basic concepts of computers.
2. Touch type on a computer keyboard.
3. Demonstrate the ability to create new folders, copy, move and delete files
4. Demonstrate mastery of basic and intermediate word processing techniques and skills.
5. Be able to create new business letters and format them.
6. Demonstrate the ability to create a new spreadsheet document
7. Demonstrate the ability to enter data and edit data using values, labels and simple formulas and functions.
8. Demonstrate the ability to create simple pie, bar and/or line charts in the Spreadsheet
9. Create a simple Powerpoint presentation

Instructor(s): \_\_\_\_\_  
*(Signature)*  
\_\_\_\_\_

\_\_\_\_\_  
*(Date)*  
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