



Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Effective Date:

12/6/2007

Title: BASIC COMPUTER LITERACY
(limit to 50 characters including spaces)

Discipline/Number: CSC 50

Instructor Contact: Tonia Widler

Date Submitted /Modified: 11/13/2007

Units Min:	3	Units Max:	3	Lecture Hours:	2.5	Lab Hours:	1.5
<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 vocabulary and hardware.
2. Create folders, copy, move and delete files
3. Keyboard at the rate of at least 30 wpm.
4. Demonstrate proficiency in the basic use of a word processor
5. Demonstrate knowledge of basic business formats; letters, memos, reports and tables
6. Demonstrate proficiency in the basic use of a spreadsheet, using labels, values and simple formulas.
7. Be able to edit, save and reopen spreadsheet documents
8. Be able to analyze spreadsheet data and display results in a chart or graph
9. Be able to create a basic Powerpoint presentation
10. Demonstrate knowledge and ability to use Publisher to design forms of communications such as newsletters.
11. Be able to use the Internet including as a resource for research, transferring images and communication.

Instructor(s): _____
(Signature)

(Signature)

(Date)

(Date)