



# Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

<b>Term Effective:</b>	Spring	2008
	Semester	Year

Title:   
*(limit to 50 characters including spaces)*

Course Number:

Initiator:

Date Submitted:

Units Min:	3.00	<i>If this is a variable unit course, then the relationship between units and any difference in expected SLO's should be explained.</i>
Units Max:	3.00	

Lecture Hours:	1.50 to 1.50	Lab Hours:	4.50 to 4.50	Activity Hours:	0.00 to 0.00
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**Student Learning Outcomes:** *(Enter the SLO's in an outline format. Use the Ctrl + Tab keys to indent for subtopics.)*

1. Operate the typewriter or microcomputer by the correct touch system.
  2. Demonstrate a skill of not less than 30 words a minute for five minutes within five errors on paragraph copy.
  3. Copy, arrange, and position correctly on paper such production materials as:
    - a. Blocked-style business letters
    - b. Short manuscripts with footnotes
    - c. Simple tabulations
  4. Answer correctly at least 80 percent of the objective questions on technical information covered in the lessons.
  5. Apply correct usage of related learnings, such as proofreading, word division, display techniques, good working habits, following instructions, self-evaluation, and care of equipment.
  6. Develop knowledge of the content and use of a reference manual.
- These outcomes will be assessed by timed writings, observation, completion of documents, and tests.

**SIGNATURES / APPROVALS:**

Instructor(s) \_\_\_\_\_  
 Signature Date

Instructor(s) \_\_\_\_\_  
 Signature Date