



Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective:

Spring	2008
Semester	Year

Title:

Business Calculator Simulations

(limit to 50 characters including spaces)

Course Number:

BOT 111

Initiator:

Terri Robertson

Date Submitted:

11/8/2007

Units Min:

1.00

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

1.00

Lecture Hours:

0.50 to 0.50

Lab Hours:

1.50 to 1.50

Activity Hours:

0.00 to 0.00

Student Learning Outcomes: *(Enter the SLO's in an outline format. Use the Ctrl + Tab keys to indent for subtopics.)*

1. Process business documents and compile requested data through the use of calculating machines.
 2. Solve practical business math problems with the aid of calculators.
 3. Sort business forms into a usable order and then file the forms in a systematic, orderly manner.
 4. Complete machine calculation projects with speed and accuracy.
- These outcomes will be assessed by review of hands-on business documents.

SIGNATURES / APPROVALS:

Instructor(s) _____
Signature Date

Instructor(s) _____
Signature Date