



Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective:

Spring	2008
Semester	Year

Title:

Word Processing I On A Microcomputer

(limit to 50 characters including spaces)

Course Number:

BOT 120

Initiator:

Terri Robertson

Date Submitted:

11/8/2007

Units Min:

1.50

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

Units Max:

6.00

Lecture Hours:

1.00 to 4.00

Lab Hours:

2.00 to 8.00

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. Perform basic word processing functions using the software program.
 2. Write an explanation of the procedures followed to create the document(s) required for each assignment.
 3. Produce error-free documents efficiently using the capabilities of the word processing software.
- These outcomes will be assessed by chapter exercises, quizzes, and unit tests.

SIGNATURES / APPROVALS:

Instructor(s) _____
Signature Date

Instructor(s) _____
Signature Date