Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective:	Spring (Semester)	2008 (Year)

Title: Word Processing Business Simulation
(limit to 50 characters including spaces)

Course Number: BOT 122

Initiator: Terri Robertson

Date Submitted: 11/8/2007

Units Min: 1.00
Units Max: 1.00

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

Lecture Hours: 0.00 to 0.00

Lab Hours: 3.00 to 3.00

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. Apply word processing functions efficiently and accurately to the jobs in the simulation packet.
2. Complete error-free assignments within specified time limits.
3. Keep a log of completed work.
4. Read and review current word processing articles.
5. Set efficient job priorities.

These outcomes will be assessed by review of hands-on business documents, time management documents, and summary sheets.

SIGNATURES / APPROVALS:

Instructor(s) _____ Signature _____ Date

Instructor(s) _____ Signature _____ Date