



Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective:	Spring	2008
	Semester	Year

Title:
(limit to 50 characters including spaces)

Course Number:

Initiator:

Date Submitted:

Units Min:

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

Units Max:

Lecture Hours:

Lab Hours:

Activity Hours:

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

1. Demonstrate knowledge of alphabetic, numeric, subject, and geographic methods of filing.
 2. Apply the rules for alphabetizing, cross-referencing, and filing names of individuals, businesses, and other institutions to card, correspondence, and database systems.
 3. Demonstrate knowledge of manual records management systems.
 4. Demonstrate knowledge of electronic workstations, equipment, and supplies for electronic filing.
 5. Apply basic management principles to effectively manage records in a small office.
- These outcomes will be assessed by chapter reviews, hands-on filing jobs, and tests.

SIGNATURES / APPROVALS:

Instructor(s)

Signature

Date

Instructor(s)

Signature

Date