



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. Use appropriate strategies for reading and writing college level language, concepts, and vocabulary.
 2. Monitor the effectiveness of reading comprehension and writing strategies.
 3. Produce clear and accurate business letter applying the basic qualities of business messages
 4. Compose good, bad, and neutral news messages as well as persuasive and employment messages.
 5. Apply proper formatting to business letters, memos, and reports.
 6. Produce an attractively formatted and functional resume.
 7. Use principles of research and analysis of data in the preparation of a business report.
- These outcomes will be assessed by construction of business documents, summary and responses, and tests.

SIGNATURES / APPROVALS:

Instructor(s) _____
 Signature _____ Date _____

Instructor(s) _____
 Signature _____ Date _____