



# Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

<b>Term Effective:</b>	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. Develop successful business and home documents using professional-looking supplies.
  2. Recognize and apply functions of their office or home computer software to a variety of communication tools such as bulletins, brochures, business cards, table tents, badges, labels, certificates, cards, and newsletters.
- These outcomes will be assessed by successful creating of the documents listed above.

**SIGNATURES / APPROVALS:**

Instructor(s) \_\_\_\_\_  
 Signature Date

Instructor(s) \_\_\_\_\_  
 Signature Date