



# 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. Obtain a good understanding of standard English, both spoken and written.
  2. Learn the modern usages of grammar that are needed in business and everyday life.
  3. Learn the rules and techniques of the most frequently used punctuation marks.
  4. Master the mechanics of capitalization, numbers, and abbreviations.
  5. Recognize and correct errors in keyboarding, appearance, and usage in final copy.
- These outcomes will be assessed by content quizzes, classroom discussions, and comprehensive tests.

**SIGNATURES / APPROVALS:**

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

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