



# 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. Merge documents
2. Create and format tables
3. Add borders and insert clip art
4. Use Microsoft Draw and WordArt
5. Create charts and import data
6. Format with macros and styles
7. Sort and select data
8. Create and use outlines
9. Create and use fill-in forms
10. Create specialized tables and indexes

These outcomes will be assessed by classroom participation and hands-on exercises.

**SIGNATURES / APPROVALS:**

Instructor(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Instructor(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date