



Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Effective Date: _____

12/6/2007

Title: Introduction To Windows Applications
(limit to 50 characters including spaces)

Discipline/Number: CSC 201

Instructor Contact: Tonia Widler

Date Submitted /Modified: 9/6/07

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|--|---|------------|---|----------------|-----|------------|-----|
| Units Min: | 3 | Units Max: | 3 | Lecture Hours: | 2.5 | Lab Hours: | 1.5 |
| <i>If this is a variable unit course, the relationship between earned units and any difference in expected SLOs should be explained.</i> | | | | | | | |

Student Learning Outcomes:

1. Be able to create a new Word Processing document, edit it, save it and reopen it, resave it and apply the features of the product.
2. Be able to create a new spreadsheet document, edit it, save it and reopen it. Enter data using labels and values and create and edit formulas. Be able to use/ apply the features of the product.
3. Identify the advantages of relational databases and their major elements.
4. Be able to create tables, relate the tables, create simple queries and reports in a database product.
5. Be able to utilize the operating system to make folders, copy, move, and delete files and folders.
6. Be able to create a basic Powerpoint presentation

Instructor(s): _____

