



Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

Term Effective:	Fall	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. Identify trends and changes in the workplace.
2. Describe and relate skills to job goal, resume and job interview.
3. Assess pertinent life and work experiences and highlight in resume and interview.
4. Identify sources of job information at local, state and national levels.
5. Analyze job market and generate a list of potential jobs.
6. Contact an employer and conduct an information interview.
7. Complete a job application.
8. Create a professional, computer-generated cover letter and resume.
9. Demonstrate and compare interviewing skills through in-class role play.
10. Write and format a follow-up letter to an interview.

SIGNATURES / APPROVALS:

Instructor(s)

Signature

Date

Instructor(s)

Signature

Date