



# Mendocino College

COURSE LEVEL STUDENT LEARNING OUTCOMES

<b>Term Effective:</b>	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 personal qualities and SCANS skills that employers look for in today's employees.
2. Model active listening and communication styles.
3. Describe strategies for handling difficult people in the workplace.
4. Assess current stressors and develop plan for handling stress and change.
5. List legal rights as an employee and local resources.
6. Describe what is meant by accountability, ethical behavior, and customer service skills.
7. Demonstrate how to ask for a raise or promotion from a supervisor.
8. Evaluate current work situation and skills and identify areas for growth and change.
9. Develop a plan in the event you were fired or laid off from your job.
10. Write a Personal Business Plan that includes future career goals and strategies.

**SIGNATURES / APPROVALS:**

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

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