



# Mendocino College

PROGRAM LEVEL STUDENT LEARNING OUTCOMES

<b>Term Effective:</b>	Spring	2009
	Semester	Year

Program Title:

*(limit to 50 characters including spaces)*

Initiator:

Date Submitted:

Degree:

Certificate:

Units:

**Program Learning Outcomes:** *(Enter the SLO's in an outline format. Use the Ctrl + Tab keys to indent for subtopics.)*

- A. Critical Thinking Skills
  - 1. Troubleshoot exercises and situations that don't have clear directions or results.
  - 2. Read instructions and determine the intent by using the information given.
  - 3. Consult with other students to determine results.
    - a. Critical thinking skills will be assessed by observation of certain course exercises where students indicate the thought process behind the result.
    - b. The instructor will observe students ability to complete exercises independently and accurately.
- B. Reference Skills
 

Use reference manuals, dictionaries, online references, and Help options to find the answer to questions or exercises in each course.

To assess this skill the students will complete reference skills worksheets indicating the use of the reference materials (Gregg reference sheets and medical reference sheets).
- C. Software skills
 

Complete business-related documents using the various functions—basic, intermediate, and advanced—of the software programs: Word, Excel, PowerPoint, and or InDesign.

These functions will be assessed by specific document assessments in each course.
- D. Communication skills
  - 1. Demonstrate the ability to use successfully basic English language skills (grammar, punctuation, capitalization, etc.) in business documents.
 

This ability will be assessed by review of exercises, business letters, and reports.
  - 2. Demonstrate the ability to work as a team.
 

This ability will be assessed by human interaction exercises in several of the core courses in the degree.

**SIGNATURES / APPROVALS:**

Instructor(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Instructor(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date