

https://ecd.laccd.edu/ECDS/CC_Ticket.aspx?CC=16943 ECD Course Change

File Edit View Favorites Tools Help Convert Select

Page Safety Tools

1. (cont'd) STUDENT LEARNING OUTCOME (SLO): 1 Edit(s) 1 Note(s)

<p>Outcome - The student will: (Describe the major outcomes that a successful student will gain from the class for use in his/her life. Use higher order Bloom's taxonomy verbs.)</p>	<p>1. Demonstrate ability to key at a rate of 36 words per minute for five minutes with no more than 5 errors using correct touch-typing techniques. 2. Prepare properly formatted business documents using Microsoft Word.</p>
<p>Assessment - as measured by the following method: (Please indicate the criteria and rating scale by which the assessment will be evaluated.)</p>	<p>1. Assessment will include five-minute timed writings. 2. Assessment will include practical examinations on the computer. Criteria for evaluation will include number of documents completed, format and correctness The benchmark for student achievement of SLOs is 70%.</p>
<p>ILO - which Institutional Learning Outcome(s) (ILO) does this SLO support? (See College Catalog p. 10.)</p>	<p>Problem Solving</p>

Essential Academic Skills: Reading and Communication

2. REQUIRED TEXTS: 1 Edit(s) 0 Notes

Provide a representative list of textbooks and other required reading; include author, title and date of publication:

Title	Author	Year
<p>College Document Processing Gregg College Keyboarding & Document Processing, Lessons 61-120, 11th Edition</p>	<p>Gregg Ober, Johnson, and Zimmerly</p>	<p>2002 2011</p>

3. READING ASSIGNMENTS:

125%