

Glendale Community College

STUDENT LEARNING OUTCOMES & CORE COMPETENCIES WORKSHEET

Course Name: Office and Business Technology 011 Beginning Keyboarding

Semester: Spring 2009

Instructor: _____

Directions: *This model is suggested, but not mandatory:*

Column 1. Write one SLO in each row (samples on page 2). Use action verbs (samples on page 3). For most courses, 3-6 SLOs are recommended.

Column 2. Write your measurement method(s) and progress indicator(s) in each row for each SLO.

Column 3. Using the list of Core Competencies (Institutional Learning Outcomes) on pages 4 & 5, list each of the Core Competencies addressed by each SLO in each row.

Column 4. Choosing from the list of “Expected Exit Levels” of Competency (below), write the appropriate overall level for each SLO.

1 = Knowledge	2 = Comprehension	3 = Application	4 = Analysis	5 = Synthesis	6 = Evaluation
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Student Learning Outcome	Assessment Method(s) and/or Progress Indicator(s)	Core Competency (or Competencies)	Expected Exit Level
Demonstrate correct touch keyboarding techniques using the alphabet, numeric, symbols, and function keys.	- Technique demonstration	7	3
Demonstrate ability to proofread a document using basic language skills.	- Proofreading test	1	1
Show 10 wpm minimum with 2 errors or less	- 2 minute timed writings	7	3
Demonstrate an understanding of basic keyboarding principles and rules.	- Objective test	1	3