

Sample SLOs for:

Office Computer Applications

Develop technical computer based skills needed to prepare documents, presentations, and spreadsheets using Microsoft's Office Suite Software (including, Access, Word, Excel, PowerPoint, and Outlook).

Compile written directions, lab project, and specific business documents for other co-workers.

Use filing and schedule management skills to support management and supervisors.

Type on a computer keyboard a minimum of 50 wpm.

Demonstrate Internet skills including e-mail management, web research, and document exchange.

Use Windows Explorer filing and other skills used to support data management and storage.

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Use filing and schedule management skills to support management and supervisors.

Type on a computer keyboard a minimum of 50 wpm.

Source: <http://www.ohlone.edu/instr/caot/courses.html>

Accessed on: 08/13/09

Note: These sample SLOs are provided as a model for the creation of SLOs for your own course or program. If you have questions, or would like assistance in writing SLOs, please contact Dr. Gary Williams, Instructional Assessment Specialist, at (909) 389-3567 or gwilliams@craftonhills.edu.