

Sample SLOs for:

Personal & Career Development

Students will be able to:

decide or select an academic or career goal by applying one's knowledge of self.

develop self-marketing materials and strategies needed for a successful job search.

identify or select an entry-level or career related position by matching one's attributes to existing or potential opportunities.

explore and reflect on their contributions in the work place by relating their attributes to work requirements.

understand fundamental career development concepts as well as be able to utilize the Career Development Office for additional, individualized assistance.

understand fundamental work tasks associated with specific occupations. Also, understand the fundamental training requirements and career paths within specified highlighted occupation.

visit with employers to discuss, compare, identify and match employment opportunities.

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.

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.

Source: http://www.azwestern.edu/student_services/career_development/student_learning_outcomes.html

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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.