

**Los Angeles Valley College  
Course Level Student Learning Outcomes (SLO)**

**Course Name and Number:** CAOT 1C

**Course Objectives:** (List the course objectives as they appear in the course outline of record.)

Use the basic features of word processing software efficiently to correctly format and keyboard academic and business reports.

Use the basic features of word processing to format boxed and open tables. Use borders, merge, alignment and auto fit table features.

Develop speed and accuracy.

*Establish 1–2 course level student learning outcomes and indicate how each SLO will be assessed.*

<b>Course Level Student Learning Outcome</b>	<b>Assessment Measure</b>
Key, using correct touch-typing techniques, a minimum of 25 words a minute with no more than 3 errors for 3 minutes on 3 instructor-administered timed writings.	Students will be given a series of timed writings. Eighty percent of the students will key 25 words a minute for 3 minutes with no more than 3 errors.
Produce block-style letters, memorandums, and academic and business reports in mailable format.	In a practical exam on the computer in which students prepare a business letter, table, memorandum, and report, 80 percent of the students will accurately complete at least three of the formatting tasks.