

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

Course Name and Number: CAOT 97 – Introduction to the Internet for the Office Professional

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

- Use e-mail to send and receive messages and attachments.
- Use browser features such as screen options, preferences, bookmarks, and copying and pasting.
- Use Internet search engines to perform a search for a topic
- Download and upload files to and from sites
- Create a web page
- Demonstrate an awareness of Internet etiquette by applying netiquette principles
- Research Internet employment sources

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

Course Level Student Learning Outcome	Assessment Measure
Given content information, students will use various multimedia elements to design a web page	Preparation of an effective web page
Use Internet search engines	Using various search engines research a specific topic to find answers to 10 specific questions completing with 90% accuracy.