Course SLO of Record*Complete and submit to Division Dean and Office of Instruction*

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| --- | --- |
| **Course Name and Number**: Maha Al-Husseini | **Date** Dec 25, 2013 |
| ☐ X Modification of Existing SLOs | ☐New Course  |
| **Lead Faculty approval to write or rewrite** **SLOs:** **Maha Al-Husseini**  |  |

 *Please Initial*

1. **Existing Course SLOs of Record** **to be rewritten (if applicable):**

CIT 020:

* Student will demonstrate the ability to use a word processor to edit a document by editing a document using the Spell Check, AutoCorrect, Thesaurus, and Grammar Check features of the program.
* Student will demonstrate the skills necessary to create form documents with replaceable words by utilizing the word processor mail merge capability.

1. **Rationale for writing or rewriting SLOs** *(Note: Changes to SLOs should be substantive. It is recommended that only after several semesters of data collection and a full assessment of the Course should SLOs be changed:.*

The second SLO includes skills to create form documents. These skills are not included in the course objectives of Word (CIT 020); they are included in Advanced Word course objectives (CIT 021).

1. **New Course SLOs:**
* Student will demonstrate the ability to use a word processor to edit a document by editing a document using the Spell Check, AutoCorrect, Thesaurus, and Grammar Check features of the program.
* Student will demonstrate the skills necessary to create enhanced documents by using the current Word processing software’s visual appeal and text formatting capabilities.

**Course SLOs of Record**

**Course Name and Number**: Word Processing: Microsoft Word, Fall 2013

**Effective Date of SLOs:** Dec 3, 2013 *(Semester and Year)*

**List all currently adopted Course SLOs of Record (include all SLOs for course):**

**Date SLOs adopted by Department:** Click here to enter text.*(attach evidence of adoption, meeting minute,; e-mail string)*An office meeting was held on Dec 3, 2013, in the Business Building, to discuss the SLOs modifications of CIT 020- Word Processing: Microsoft Word

**List of faculty who participated in development of these SLOs:**

**Mona Jackson**

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**Submitted By: Maha Al-Husseini**