Glendale Community College
STUDENT LEARNING OUTCOMES & CORE COMPETENCIES WORKSHEET

Program Name: Medical Front Office

Semester: Fall 2010

Instructors: Judith Lytle and Ani Grigorian

Directions: *This model is suggested, but not mandatory:*

Column 1.   Write one SLO in each row (samples on page 2). Use action verbs (samples on page 3). For most courses, 3-6 SLOs are recommended.

Column 2.   Write your measurement method(s) and progress indicator(s) in each row for each SLO.

Column 3.   Using the list of Core Competencies (Institutional Learning Outcomes) on pages 4 & 5, list each of the Core Competencies addressed by each SLO in each row.

Column 4.   Choosing from the list of "Expected Exit Levels" of Competency (below), write the appropriate <u>overall</u> level for each SLO.

1 = Knowledge	2 = Comprehension	3 = Application	4 = Analysis	5 = Synthesis	6 = Evaluation

Student Learning Outcome	Assessment Method(s) and/or Progress Indicator(s)	Core Competency (or Competencies)	Expected Exit Level
Program Certificate in Medical Front Office Clerk: Utilize MediSoft to maintain accounts and manage a medical practice.	- MediSoft final exam	4	7