

| COURSE # | SLO | | FA 2015 | Spr 2016 | FA 2016 | Spr 2017 | FA 2017 | Spr 2018 | FA 2018 | Spr 2019 | FA 2019 | Spr 2020 | FA 2020 |
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| BOT 101B | 1 | Key a minimum of 30 net words per minute on a five-minute timed writing | | | | | | x | | | | | |
| | 2 | Prepare correctly formatted, error-free documents including memos, letters, tables, and business reports | | | | | | x | | | | | |
| | 3 | Use computer commands from a word processing software application to format characters, lines, and pages and to perform the basic file management activities of saving, moving, copying, deleting, and printing | | | | | | x | | | | | |
| BOT 102 | 1 | Key five-minute timed writings at a minimum of 40 net wpm | | | | | | | x | | | | |
| | 2 | Design and create office forms and publications, including newsletters, brochures, and flyers which include graphics | | | | | | | x | | | | |
| | 3 | Analyze complex documents and apply appropriate word processing features to complete them | | | | | | | x | | | | |
| BOT 102A | 1 | Prepare multipage correspondence with and without using the merge feature | | | | | | | x | | | | |
| | 2 | Key 5-minute timed writings at a minimum of 35 net wpm | | | | | | | x | | | | |
| | 3 | Apply templates and styles to produce documents including invoices, press releases, and purchase orders | | | | | | | x | | | | |
| BOT 102B | 1 | Key 5-minute timed writings at a minimum of 40 net wpm | | | | | | | x | | | | |

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| | | Design and create office forms and publications, including newsletters, brochures, and flyers 2 which include graphics | | | | | | | X | | | | |
| | | Analyze complex documents and apply appropriate word processing features to complete them 3 | | | | | | | X | | | | |
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| BOT 103A | 1 | Complete diagnostic timings to determine strokes or combinations of strokes which may cause difficulty with accuracy | | | | | | | | X | | | |
| | 2 | Complete diagnostic timings to determine rhythm patterns which may be interfering with speed development | | | | | | | | X | | | |
| | 3 | Achieve a minimum rate of 25 net words per minute on a 5-minute timed writing | | | | | | | | X | | | |
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| BOT 103B | 1 | Complete diagnostic timings to determine strokes or combinations of strokes which may cause difficulty with accuracy | | | | | | | | X | | | |
| | 2 | Complete diagnostic timings to determine rhythm patterns which may be interfering with speed development | | | | | | | | X | | | |
| | 3 | Achieve a minimum rate of 30 net words per minute on a 5-minute timed writing | | | | | | | | X | | | |
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| BOT 103C | 1 | Complete diagnostic timings to determine strokes or combinations of strokes which may cause difficulty with accuracy | | | | | | | | X | | | |

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| | 2 | Complete diagnostic timings to determine rhythm patterns which may be interfering with speed development | | | | | | | | X | | | |
| | 3 | Achieve a minimum rate of 35 net words per minute on a 5-minute timed writing | | | | | | | | X | | | |
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| BOT 104 | 1 | Apply ARMA alphabetic, numeric, geographic, and subject filing rules. | | | | | | X | | | | | |
| | 2 | Apply basic file management techniques for creation and maintenance of files | | | X | | | | | | | | |
| | 3 | Evaluate situations to determine the most appropriate file management techniques. | | | | | | X | | | | | |
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| BOT 105 | 1 | Apply alphanumeric and numeric data with an acceptable level of speed and accuracy | | | | | | | | X | | | |
| | 2 | Complete exercises, drills, and timed speed and accuracy tests at increasing levels of speed and accuracy | | | | | | | | X | | | |
| | 3 | Evaluate ergonomic requirements and techniques for extended periods of keyboarding to avoid repetitive stress injuries | | | | | | | | X | | | |
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| BOT 106 | 1 | Compose a resume, cover letter, follow-up letter, and complete employment applications | | | | | X | | | | | | |
| | 2 | Practice interview skills by participating in mock interviews; identify and be able to implement interview follow-up procedures. | | | | | X | | | | | | |
| | 3 | Evaluate personal values, transferable skills, occupational interest and strengths. | | | | | X | | | | | | |

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