COURSE #	SLO		FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
	510		17 2015	5012010	1 A 2010	5012017	17 2017	5012010	17 2010	5012013	14 2015	501 2020	14 2020
		Use various web browsers to access the											
BOT 094	1	internet.						x					
		Practice navigating to web sites, bookmarking,											
	2	and organizing bookmarked web sites.			х								
	3	Identify steps to download a file.						x					
		Utilize the various parts of the keyboard to											
BOT 095	1	effectively facilitate their work.				x							
		Demonstrate proper technique when											
	2	keyboarding.				x							
		Evaluate techniques; identify and correct faulty											
		techniques which maybe interfering with speed											
	3	and accuracy development.				х							
		Identify input, output and storage devices in a											<u> </u>
BOT 096	1												
BO1 096		computer system Identify common storage devices.					X						<u> </u>
	2	Identify the basic features of the Windows					х						<u> </u>
	2	operating system.					V						
	3	operating system.					х						<u> </u>
		Define basic operating system, use windows to											
		maximize productivity by using disks, files, help											
BOT 097	1	features and other features.					х						
		Ilitilize the verieus parts of the keyboard to											<u> </u>
		Utilize the various parts of the keyboard to											
DOT 100	1	effectively facilitate their work.Keyboarding fundamental drill											
BOT 100		fundamental drill	ASP,				х						<u> </u>
			AAR										
		Demonstrate accurate keyboard input at the	(F08);										
		NET (adjusted for errors) Words per Minute	ASP,										
		(NWPM) rate of 20 words per minute. Timed	AAR										
	2	Writings.	(\$09)										
	2	winnings.	(303)										

COURSE #	SLO	Demonstrate proper technique when	FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
		keyboarding. Initial and final Technique											
	3	Evaluations.											
	3	Utilize command functions, numeric keypad,											
	4	and proofreading skills.											
		create, save, and print a file											
	6	numeric keypad timed writings											
	7	Edit exercises using proofreaders marks											
		Key a minimum of 30 net words per minute on											
BOT 101	1	a five-minute timed writing						х					
		Prepare correctly formatted, error-free											
		documents including memos, letters, tables,											
	2	and business reports						х					
		Use computer commands from a word											
		processing software application to format											
		characters, lines, and pages and to perform the											
	2	basic file management activities of saving, moving, copying, deleting, and printing											
	5							Х					<u> </u>
		Utilize the various parts of the keyboard to											<u> </u>
вот		effectively facilitate their work. Keyboarding											
101A	1	fundamental drills.						x					
		Demonstrate accurate keyboard input at the											
		Net (adjusted for errors) Words per Minute											
		(NWPM) rate of 20 words a minute. Timed											
	2	Writings.						x					
		Demonstrate proper technique when											<u> </u>
	3	Keyboarding.						x					
	4	Utilize command functions, numeric key	bad and	proofre	eading	skills.		1				1	<u> </u>
	5	create, save, and print a file											
	6	Numeric keypad timed writings											

COURSE #	SLO		FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
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				
		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				

COURSE #	SLO		FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
	2	Design and create office forms and publications, including newsletters, brochures, and flyers which include graphics							x				
		Analyze complex documents and apply appropriate word processing features to complete them							x				
BOT 103A	1	Complete diagnostic timings to determine strokes or combinations of strokes which may cause difficulty with accuracy								x			
		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			
BOT 103B	1	Complete diagnostic timings to determine strokes or combinations of strokes which may cause difficulty with accuracy								x			
		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			
BOT 103C	1	Complete diagnostic timings to determine strokes or combinations of strokes which may cause difficulty with accuracy								x			

COURSE #	SLO		FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
		Complete diagnostic timings to determine											
		rhythm patterns which may be interfering with											
	2	speed development								х			
		Achieve a minimum rate of 35 net words per											
	3	minute on a 5-minute timed writing								х			
		Apply ARMA alphabetic, numeric, geographic,											
BOT 104	1	and subject filing rules.						х					
		Apply basic file management techniques for											
	2	creation and maintenance of files			х								
		Evaluate situations to determine the most											
	3	appropriate file management techniques.						х					
		Apply alphanumeric and numeric data with an											
BOT 105	1	acceptable level of speed and accuracy								х			
		Complete exercises, drills, and timed speed and											
		accuracy tests at increasing levels of speed and											
	2	accuracy								х			
		Evaluate ergonomic requirements and											
		techniques for extended periods of keyboarding											
	3	to avoid repetitive stress injuries								х			
		Compose a resume, cover letter, follow-up											
BOT 106	1	letter, and complete employment applications					х						
		Practice interview skills by participating in mock											
		interviews; identify and be able to implement											
	2	interview follow-up procedures.					х						
		Evaluate personal values, transferable skills,											
	3	occupational interest and strengths.					х						

COURSE #	SLO		FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
		Analyze a given office human relations problem											
BOT 107	1	and suggest appropriate ethical and professional guidelines to resolve the problem.				x							
501 107		Analyze a given typical office				^							
		workflow/productivity problem and suggest an											
		effective solution. Compose, send, and organize e-mail.				x x							ļ
	5	Compose, sena, and organize e-mail.				X							
BOT 108	1	Explain the parts of a ten-key electronic calculator									x		
	2	Solve common business problems using an electronic printing calculator									x		
	3	Key using the touch method									x		
BOT 109	1	Create chart of Accounts for a Business.										х	
	2	Enter Transactions in Journal and Ledger.										х	<u> </u>
	2	Prepare Financial Statements (Income Statement, Statement of Owner's Equity, Balance Sheet)										v	
		Reconcile Bank Statements										x	
BOT 110	1	Create business e-mails and letters using acceptable language and formats.										x	
110		Compose resume and job application letters to obtain employment. Emphasis on spelling, vocabulary, language structure and mechanics of style.										x x	
BOT 111	1	Develop a complete understanding of the Virtual Assistant Business											

COURSE #	SLO		FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
	510	Complete a business and marketing plan to	17 2013	5012010	17 2010	501 2017	17 2017	5012010	17 2010	5012015	17 2015	501 2020	17 2020
	2	establish mission, goals and objectives											
		Understand the many facets of operating a											
	3	small business											
BOT 112	1	Learn, use and spell business vocabulary words										x	
	2	Prepare resume and job application letters										x	
		Participate in mock interviews and follow-up											
	3	procedures										x	
		Analyze and suggest guidelines to resolve a H.R.											
		problem										х	
	5	Compose, send and organize e-mails.										х	
		Perform fundamental operations using MS											
		Word: Creating, opening, closing, printing and											
BOT 114	1	saving a document.						Х					<u> </u>
		Modify and edit a document: Formatting,											
		selecting, finding and replacing, copying,											
	2	moving, proofing text, and using research tools.			х								
		Use appropriate character, page, and document											
		formatting commands to produce appropriately formatted letters, envelopes, memos, tables,											
	2	reports, and labels.						х					
	3							^					<u> </u>
												1	<u> </u>
BOT 115	1	Define basic spreadsheet concepts and terms.										х	
	2	Design, format and edit spreadsheets.										х	
	3	Produce charts from worksheet data.										х	

COURSE #	SLO		FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
BOT 116	1	Plan, create and edit databases and tables.											x
		Analyze information desired and manipulate											
		data through filters, sorts, and queries to obtain											
	2	desired information.											х
		Create forms and reports using autoform,											
	3	autoreport, and/or the form and report wizards.											x
		Use PowerPoint to create slideshow											
BOT 117	1	presentations.											
		Use PowerPoint to apply animation effects and											
	2	transition effects to presentations.											
		Use PowerPoint to edit and revise completed											
	3	presentation.											
		Word, Access, Excel, and PowerPoint to											
BOT 118	1	complete a variety of projects.											
		Integrate Word, Access, Excel, and PowerPoint											
		for efficient completion of assigned tasks such as merging an Access data base with a Word											
	2	form letter.											
		Integrate Microsoft Office applications with the											
		Internet to complete assigned projects, such as											
		research for a PowerPoint presentation or											
	3	creating a Web page using Word											
BOT 120	1	Use efficient file creation and editing techniques											
		Evaluate documents and format them											
	2	appropriately and attractively											

			54 2045	C 201 C	54 204 6	6 2017	FA 2017	6 2010	54 2040	6 2010	54 2040	c 2020	FA 2020
COURSE #	SLO	Analyze a given task and select appropriate	FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
		Word features to accomplish that task as											
	2												
	3	efficiently as possible											
		Use relatively complex features of Word to											
BOT 121	1	create a variety of documents											
		Evaluate given tasks and select appropriate											
	2	Word features to accomplish tasks efficiently											
		Evaluate completed documents and modify as											
		necessary for 100% correctness and maximum											
	3	impact											
BOT 122	1	Use advanced file management techniques											
	2	Integrate Word with other Microsoft applications											
		Use complex features of Word correctly and											
	3	efficiently											
		Use Excel to create, edit, format, and print											
BOT 123	1	workbooks										х	
		Apply appropriate formats and formulas										х	
	3	Organize worksheets effectively										х	
													
		Evaluate appearance of worksheet and enhance with ClipArt, AutoShapes, WordArt, shadow and											
BOT 124	1	3-D effects										x	
	2	Modify and group objects										х	
	3	Use What-if analysis, Goal Seek, and Solver										x	

COURSE #	SLO		FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
		Summarize data using data maps, pivot tables,											
BOT 125	1	and pivot charts										х	
		Analyze worksheets and link multiple											
	2	worksheets and workbooks										х	
		Perform complex tasks such as sharing											
		worksheets and workbooks, protecting											
	3	workbooks, validating data, auditing worksheets										v	
	5	workbooks, valuating uata, additing worksheets										^	
BOT 126	1	Create databases, tables, forms, and reports											x
501 120	-	Use Access features to enter, revise, and update											~
	2	data											x
		Design relatively simple databases and tables to											
	3	enter information efficiently											х
		Create simple queries, multi-table select											
BOT 127	1	queries, and queries with specified criteria											x
		Display and print results of queries											х
		Establish table relationships											х
BOT 128	1	Create and use macros and other Access tools											x
		Design advanced forms, queries, and reports to											
	2	accomplish a specified objective											x
		Evaluate a given task and select the most											
		effective Access features to use in order to											
	3	accomplish the purpose of the task											x
		Create, format, edit, and print PowerPoint											
BOT 129	1	presentations											

COURSE #	SLO		FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
	2	Evaluate presentations and edit using guidelines for effective presentations											
	3	Evaluate presentations and add ClipArt, WordArt, drawing tools, and AutoShapes to enhance presentations											
BOT 130	1	Design, create, and edit relatively complex presentations which may include charts, tables, organization charts, and objects drawn with Drawing Tools and AutoShapes Apply accepted design guidelines for maximum											
	2	presentation effectiveness											
	3	Enhance presentations by applying animation effects, sound clips, motion clips, transitions, and using drawing tools and AutoShapes											
BOT 131	1	Integrate Word and Excel with PowerPoint											
	2	Create hyperlinks and presentations as Web pages											
	3	Create online broadcasts and set up online collaboration											
BOT 150	1	Analyze a given assignment and apply creative thinking, decision-making, and the integration of writing skills to complete projects											x
	2	Evaluate the software packages and assess which features may be used most effectively to facilitate their work											x

COURSE #	SLO		FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
		Work with clip-art, multiple pages, and create											
	3	sales flyers, posters, postcards, and calendars											x
													~
		Use Outlook to create and send e-mail											
BOT 151	1	messages.						х					
		Use Outlook to create and maintain calendars											
	2	and task lists.						х					
		Use Outlook to create and maintain a contact											
	3	list.			Х								
		Build a vocabulary of financial terms and											
BOT 153	1	abbreviations											
	2												
	2	Demonstrate proper cash-handling procedures.											
	2	Demonstrate a basic understanding of major banking regulations											
	5												
	4	Demonstrate knowledge of a FICO Credit Score.											
		Calculate a Debt to Income Ratio for loan											
	5	approvals.											
		Demonstrate a basic understanding of ethical											
	c	situation in the financial services industry and											
	6	also the requirement for confidentiality.											
	7	Exhibit the essential steps of selling a financial product.											
	/												
BOT 160	1	Train software to recognize a user's voice.											
		Open and close programs by voice.											
		Emulate voice techniques to a variety of text											
	3	formatting.											

COURSE #	SLO		FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
BOT 161	1	Develop basic vocabulary of medical terms and abbreviations – which will include prefixes, roots and suffixes. Must be able to spell, define and pronounce common medical terms, must also be able to identify major body structure and functions.											x
BOT 163	1	Define insurance terms, analyzing situations for risk management and insurability by applying proven theory.											
BOT 103		Explore negligence and liability.											x
		Examine homeowner, personal auto, commercial property, General Liability and Worker's comp.											x
													^
BOT 164	1	Evaluate software applications for the insurance agency											x
	2	Define rating software											х
	3	Demonstrate the use of rating software to complete projects											x
	4	Differentiate between rating software screen and options											x
													<u> </u>
BOT 165	1	Differentiate between the billing requirement of capitation and fee for service plans										x	
	2	Understand insurance cards and 3 rd party payer info, being able to accurately code diagnoses and procedures										x	

COURSE #	SLO		FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
		Understand the billing requirements of					-						
		Medicare, Medi-Cal, Tricare, Champus and											
	3	Worker's Comp										х	
		Create claim forms, create A/R forms, calculate											
		reimbursements, basic knowledge of medical											
	4	law.										х	
		Learn the proper coding from patient medical											<u> </u>
BOT 167	1	information										x	
		Demonstrate knowledge and use of CPT and											
		ICD-9-CM codes, proper use of the modifiers											
	2	with CPT code										х	
		Demonstrate use of a medical coding software											
	3	system										х	<u> </u>
		Understand the importance of professional											<u> </u>
		attitude, appearance, conduct and ethics in the											
BOT 170	1	medical setting											x
		Understand purchasing, storage and inventory											
		of office equipment and supplies, OSHA											
		Guidelines, Legal issues regarding medical											
	2	records, bookkeeping in the medical office,											x
		Understanding supervisory and mgmt issues in											
	3	the workplace											x
		Compose pages for a medical office procedure											
	4	manual.											х
													<u> </u>
		Using Windows – format disks, manage files –											
BOT 171	1	copy, delete, move and rename files.										х	

COURSE #	SLO		FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
	2	Create, rev ise, edit, save and print – documents, spreadsheets and data bases. Use a modem to send and receive messages.										v	
		Use desktop publishing to create a flyer, brochure or article.										x x	
	4	Analyze a task and select appropriate software to complete it										x	
BOT 172	1	**CROSS-LISTED: SEE CSIS 172**										x	
BOT 176	1	Enter transactions in QuickBooks Pro software.										x	
	2	Prepare financial statements (income statement, trial balance, balance sheet, etc.)										x	
	3	Create a chart of accounts, customer list, vendor list, and item list for items to be sold.										x	
	4	Create an end-of-semester group project where they can create a company from scratch, performing all steps learned throughout the semester.										x	
												^	
BOT 179		Enter transactions in QuickBooks Pro software. Prepare financial statements (income statement, trial balance, balance sheet, etc.)										x x	
		Create a chart of accounts, customer list, vendor list, and item list for items to be sold.										x	

COURSE #	SLO		FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
		Create an end-of-semester group project where they can create a company from scratch, performing all steps learned throughout the											
	4	semester.										x	<u> </u>
BOT 198	1	Practice specific skills necessary to meet his/her identified need.								x			
		Apply competencies developed in tutoring situations to other classes.								x			
	3	Construct and solve problems similar to those presented in other classes.								x			
BOT 199	1	Students will be able to identify, examine, and assess a component of BOT in a study of individualized content.											
BOT 201	1	Key 5-minute timed writings at a minimum rate of 45 net words per minute									x		
		Apply templates and styles where appropriate									x		
	3	Use the merge feature to create letters, envelopes, and labels									x		
BOT 203	1	Develop a timeline and prioritization for completion of each step in the project									x		
		Use advanced features of Microsoft Office to complete the project									x		
	3	Evaluate project completion results									x		
BOT 216	1	Prepare dictated transcript documents using proper techniques and format											
	2	Locate and correct typographical, spelling and technique errors in sample transcripts											

COURSE #	SLO		EA 201E	Spr 2016	EA 2016	Spr 2017	EA 2017	Spr 2019	EA 2019	Spr 2010	EA 2010	Spr 2020	EA 2020
COOKSE #		Use medical reference material and utilize it appropriately	FA 2015	Spi 2010	FA 2010	Spi 2017	FA 2017	3pi 2018	FA 2018	Spi 2019	FA 2019	Spi 2020	FA 2020
	4	Correct grammatical problems in transcripts.											
BOT 219	1	Develop and employ re-listening and re-reading skills while transcribing.										x	
	2	Increase transcription and editing speed and productivity through practice.										x	
	3	Comprehend and apply correct English usage, including proper rules of grammar, punctuation and style, and use of correct spelling logical sentence structure										x	
BOT 220	1	Select and use appropriate references while transcribing, proofreading, editing, and revising.											x
	2	Increase transcription and editing speed and productivity through practice.											x
	3	Practice and evaluate productivity and accuracy standards.											x
BOT 223	1	Complete 60 – 75 hours of supervised work in an office setting								x			
		Relate classroom material to the job Demonstrate good work habits for successful job performance								x			
		Analyze job/employer requirements and prioritize tasks to complete								x x			
BOT 224	1	Complete 120-150 hours of supervised work in an office setting										x	

COURSE #	SLO		EA 201E	Cmm 201C	FA 201C	Corr 2017	FA 2017	Cmm 2010	FA 2010	Cmm 2010	FA 2010	Cmm 2020	FA 2020
COURSE #	SLU	Relate classroom material to situations	FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
	2	encountered on the job										x	
		Demonstrate good work habits for successful											
	3	job performance										х	
		Assess job/employer requirements and											
	4	prioritize tasks for completion.										х	
DOT 335		Complete 180 – 225 hours of supervised work											
BOT 225		in an office setting									X		
	2	Relate classroom material to the job									х		
		Demonstrate desirable work habits and											
	3	personal traits for successful job performance									x		
		Prioritize tasks for completion									х		
		Transcribe surgery reports for multiple body											
BOT 229	1	systems										х	
	2	Demonstrate efficient use of keyboarding skills										x	
		Demonstrate comprehension of operative											
	3	procedures and surgical terminology										х	
		Transcribe advanced physicians' dictation in 4											
BOT 230	1	specialties and pathology and radiology											x
001230	<u> </u>	Demonstrate proofing skills using advanced											^
	2	techniques											x
		Apply accumulated medical knowledge and											
	3	prepare for RMT exam											х
			<u> </u>										
BOT 280		Analyze a given task and select the appropriate											
A-C	1	software function to complete that task											

COURSE #	SLO		FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
	2	Select the best form of that function from among several options (toolbar, menu, control keys).											
	3	Complete each task correctly and efficiently within an acceptable specified time limit											
BOT 281 A-C		Analyze a given task and select the appropriate software function to complete that task Select the best form of that function from among several options (toolbar, menu, control keys).											
		Complete each task correctly and efficiently within an acceptable specified time limit											
BOT 282 A-C	1	Analyze a given task and select the appropriate software function to complete that task											
	2	Select the best form of that function from among several options (toolbar, menu, control keys).											
	3	Complete each task correctly and efficiently within an acceptable specified time limit											
BOT 283 A-C		Analyze a given task and select the appropriate software function to complete that task Select the best form of that function from											
	2	among several options (toolbar, menu, control keys).											

SLO		FA 2015	Spr 2016	FA 2016	Spr 2017	FA 2017	Spr 2018	FA 2018	Spr 2019	FA 2019	Spr 2020	FA 2020
	Complete each task correctly and efficiently within an acceptable specified time limit											
1	Create a Social Media Account oriented toward the workplace											
2	Employ privacy and safety measures when using social media											
3	Use a Social Media interface to develop account content appropriate for business											
4	Use a Social Media interface to communicate workplace information											
	3 1 2 3	Complete each task correctly and efficiently within an acceptable specified time limit Create a Social Media Account oriented toward the workplace Employ privacy and safety measures when using social media Use a Social Media interface to develop account content appropriate for business	Complete each task correctly and efficiently3 within an acceptable specified time limit3 within an acceptable specified time limit4 Create a Social Media Account oriented toward the workplace112 Employ privacy and safety measures when using social media2 Use a Social Media interface to develop 3 account content appropriate for business4 Use a Social Media interface to communicate	Complete each task correctly and efficiently3within an acceptable specified time limit3Create a Social Media Account oriented towardthe workplace1Employ privacy and safety measures when2using social mediaUse a Social Media interface to develop3account content appropriate for businessUse a Social Media interface to 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