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

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| --- | --- |
| **Course Name and Number**: Beginning Keyboarding CIT 010 | **Date** Dec 25, 2013 |
| ☐X Modification of Existing SLOs | ☐New Course  |
| **Lead Faculty approval to write or rewrite** **SLOs:****Maha Al-Husseini**  |  |

 *Please Initial*

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

* Student will demonstrate understanding of basic memo creation techniques by creating a memo on an assigned topic using word processing software.
* Student will demonstrate typing competence by sustaining a typing speed of 30 words per minute for five minutes on a timed typing exercise.
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:.*

**Only the first SLO was modified to better reflect the course objectives. The course covers broader types of business documents. The old SLO narrowed the assessment to creating a memo as a business document.**

1. **New Course SLOs:**
* Student will demonstrate understanding of basic techniques to create business documents using current word processing software.
* Student will demonstrate typing competence by sustaining a typing speed of **30 words** per minute for five minutes on a timed typing exercise.

**Course SLOs of Record**

**Course Name and Number**: **Beginning Keyboarding CIT 010**

**Effective Date of SLOs:** *(Semester and Year)* Fall 2013

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

**Date SLOs adopted by Department: Dec 3, 2013***(attach evidence of adoption, meeting minute,; e-mail string)*

An office meeting was held in the Business Building on Dec 3, 2013, to discuss the SLOs modifications of CIT 010- Beginning Keyboarding**List of faculty who participated in development of these SLOs:**

**Mona Jackson**

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**Submitted By**

**Maha AL-Husseini**