



COURSE OUTLINE : CABOT 205

D Credit – Degree Applicable

COURSE ID 005169

Cyclical Review: September 2020

COURSE DISCIPLINE : CABOT

COURSE NUMBER : 205

COURSE TITLE (FULL) : Keyboarding & Document Processing I

COURSE TITLE (SHORT) : Keyboarding & Doc Process I

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID : BSOT 110 X – Keyboarding I

CATALOG DESCRIPTION

CABOT 205 develops the basic skill of keyboard techniques to give the foundation for advanced training in keyboarding. Training is given in the preparation of memorandums, personal letters, business letters, simple tabulation, outlines, and manuscripts.

CATALOG NOTES

Note: Students who can type at least 35 words a minute should enroll in CABOT 210.

Total Lecture Units:3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours:54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged:0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 108.00

Recommended Preparation: STV 11 and ENGL 100 or ESL 141.



ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	ESL	141	Grammar and Writing IV	<p>Compose a 400 to 450-word thesis-based essay which:</p> <p>(a) summarizes and cites appropriately a reading passage provided as a prompt,</p> <p>(b) includes a clear thesis statement,</p> <p>(c) uses evidence to support the thesis,</p> <p>(d) shows clear organization into an introduction, body, and conclusion, and</p> <p>(e) uses appropriate rhetorical modes such as comparison/contrast, cause/effect, and persuasion in order to support a thesis;</p>	Yes
2				demonstrate proofreading skills;	Yes
3				read and understand textbook information and instructions;	Yes
4				comprehend information and instructions presented in class lectures and demonstrations	Yes
5	ENGL	100	Writing Workshop	Read, analyze, and evaluate contemporary articles and stories to identify topic, thesis, support, transitions, conclusion, audience, and tone;	Yes
6	ENGL	100	Writing Workshop	read, analyze, and evaluate contemporary articles and stories for the comprehension of difficult content and the identification of main ideas and (topic-based) evidence;	Yes
7	ENGL	100	Writing Workshop	read, analyze, and evaluate student compositions for unity, development, use of evidence, interpretation, coherence, and variety of sentence form;	Yes
8	ENGL	100	Writing Workshop	write a summary of a contemporary article or story with correct citation techniques;	Yes
9	ENGL	100	Writing Workshop	write an argumentative essay that has an introduction, body paragraphs, and a conclusion, demonstrating a basic understanding of essay organization;	Yes
10	ENGL	100	Writing Workshop	write an argumentative essay that addresses the topic, is directed by a thesis statement, uses appropriate textual evidence, develops logical interpretations, and concludes with some compelling observations;	Yes



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11	ENGL	100	Writing Workshop	write an argumentative essay that integrates the ideas of others (i.e., authors) through paraphrasing, summarizing, and quoting with correct citation techniques;	Yes
12	ENGL	100	Writing Workshop	write an argumentative essay that generates novel ideas (those that add to the conversation rather than repeating the author's ideas) related to the topic and the readings;	Yes
13	ENGL	100	Writing Workshop	write compositions (e.g., summaries and argumentative essays) that are easy to read and follow, though some errors in grammar, mechanics, spelling, or diction may exist;	Yes
14	ENGL	100	Writing Workshop	proofread and edit essays for content, language, citation, and formatting problems.	Yes
15	STV	11	Beginning Keyboarding	demonstrate correct keyboarding techniques;	Yes
16	STV	11	Beginning Keyboarding	demonstrate mastery of alphabetic, numeric, symbol, and function keys;	Yes
17	STV	11	Beginning Keyboarding	demonstrate proofreading skills.	Yes

EXIT STANDARDS

- 1 apply proper formatting to tables, letters, various reports, memorandums, envelopes and labels;
- 2 apply rules to reports which include setting margins, tabs, spacing, and footnotes;
- 3 type a minimum of 35 words per minute.
- 4 apply rules to reports which include word division, enumerations, grammar, punctuation, and characteristics of the different letter styles;

STUDENT LEARNING OUTCOMES

- 1 demonstrate the ability to use proper position of hands and fingers while keyboarding using touch typing techniques;
- 2 demonstrate the ability to create, edit, and format business letters, business reports, academic reports, memorandum, envelopes and labels
- 3 demonstrate the ability to use proofreading skills;
- 4 demonstrate the ability to create an automated mailing system using mail merge;

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Introduction to the Computer • Identify and operate the various parts of the computer • Care for the computer	2	0	2



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2	<p>Basic Techniques</p> <ul style="list-style-type: none"> • Sit in the correct position while typing • Position fingers, wrists, feet, eyes, and arms • Use proper stroking 	3	0	3
3	<p>Keyboard Mastery</p> <ul style="list-style-type: none"> • Locate the home-key position on the keyboard • Type and score guided writings • Type figures and symbols • Shift for capitals • Operate the tab, enter, backspace, alt, ctrl keys 	10	0	10
4	<p>Speed and Control Development</p> <ul style="list-style-type: none"> • Develop speed and control while taking timed writings and guided writings • Type speed and rhythm drills to improve stroking • Type control drills to improve and increase his accuracy • Type corrective drills to improve both speed and accuracy • Introduction to Problem Typing (9 hours) 	8	0	8
5	<p>Introduction to Problem Typing</p> <ul style="list-style-type: none"> • Center typed copy horizontally • Type correct copy for rough draft and proofreader's marks • Type personal notes • Center typed copy vertically • Type personal letters using different letter styles • Address envelopes 	9	0	9
6	<p>Business Letters</p> <ul style="list-style-type: none"> • Type modified block style with blocked paragraphs as well as other types • Use open and mixed punctuation • Delete and correct errors 	9	0	9
7	<p>Tabulation and Word Division</p> <ul style="list-style-type: none"> • Type problems involving the horizontal placement of tables • Correctly type headings and subheadings for tables • Align copy • Mark horizontal and vertical pencil lines • Correctly divide words 	5	0	5
8	<p>Reports and Outlines</p> <ul style="list-style-type: none"> • Center "spread" titles • Use bullets and numbering in reports • Outline • Prepare unbound and left bound manuscript pages • Type footnotes and use of page-end indicator • Use left, center, right and justify alignment • Type two-page reports with page numbers 	8	0	8
				54



OUT OF CLASS ASSIGNMENTS

- 1 writing assignments (e.g. write memorandums, personal letters, business letters, simple tabulation, outlines, and manuscripts);
- 2 lab assignments (e.g. assignment developing speed and control).

METHODS OF EVALUATION

- 1 quizzes;
- 2 midterm examinations;
- 3 final examinations.

METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Gregg College Keyboarding & Document Processing		Columbus, McGraw-Hill, 2016. Print.	11		Ober, Scot et al	978-1259921148	2016