COURSE DISCIPLINE :   CABOT

COURSE NUMBER :   210

COURSE TITLE (FULL) :   Keyboarding & Document Processing II

COURSE TITLE (SHORT) :   Keyboarding & Doc Process II

CALIFORNIA STATE UNIVERSITY SYSTEM C-ID : BSOT 120 X – Keyboarding II

CATALOG DESCRIPTION

CABOT 210 is a continuation of CABOT 205, providing refinement and development of technique with increased emphasis on accuracy and speed. The course provides a detailed study of business letters, special office forms, tabulated reports, manuscripts, resumes, and letters of application.

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 12 or CABOT 205, or equivalent and ENGL 100 or ESL 141, or equivalent.

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	CABOT	205	Computer Keyboarding/Typing I	Use the proper position of their hands and fingers, as well as correct posture for touch typing;	Yes
2	CABOT	205	Computer Keyboarding/Typing I	work toward meeting preset speed and accuracy goals in each lesson;	Yes
3	CABOT	205	Computer Keyboarding/Typing I	apply proper formatting of tables, letters, various reports, memorandums, envelopes and labels;	Yes
4	CABOT	205	Computer Keyboarding/Typing I	apply rules associated with production typewriting which will include margins, tabs, vertical spacing, footnotes, word division, enumerations, grammar, punctuation, and characteristics of the different letter styles;	Yes
5	ESL	141	Grammar and Writing IV	Compose a 400 to 450-word thesis-based essay which: (a) summarizes and cites appropriately a reading passage provided as a prompt, (b) includes a clear thesis statement, (c) uses evidence to support the thesis, (d) shows clear organization into an introduction, body, and conclusion, and (e) uses appropriate rhetorical modes such as comparison/contrast, cause/effect, and persuasion in order to support a thesis;	Yes
6				demonstrate proofreading skills;	Yes
7				read and understand textbook information and instructions;	Yes
8				comprehend information and instructions presented in class lectures and demonstrations.	Yes
9	ENGL	100	Writing Workshop	read, analyze, and evaluate contemporary articles and stories to identify topic, thesis, support, transitions, conclusion, audience, and tone;	Yes

10	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
11	ENGL	100	Writing Workshop	read, analyze, and evaluate student compositions for unity, development, use of evidence, interpretation, coherence, and variety of sentence form;	Yes
12	ENGL	100	Writing Workshop	write a summary of a contemporary article or story with correct citation techniques;	Yes
13	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
14	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
15	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
16	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
17	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
18	ENGL	100	Writing Workshop	proofread and edit essays for content, language, citation, and formatting problems.	Yes
19	STV	12	Intermediate Keyboarding	input text on a keyboard using MS Word;	Yes
20	STV	12	Intermediate Keyboarding	produce a memo;	Yes
21	STV	12	Intermediate Keyboarding	produce a letter in correct business format;	Yes
22	STV	12	Intermediate Keyboarding	produce a simple table, centered horizontally and vertically;	Yes
23	STV	12	Intermediate Keyboarding	produce a business report.	Yes

EXIT STANDARDS

1   Format various styles of letters, memos, reports, short documents and statistical documents;
2   work toward meeting preset speed and accuracy goals in each lesson;
3   demonstrate skills in the use of punctuation, grammar, proofreading, spelling, footnotes, word division and enumerations;
4   use memory features such as naming, creating, storing, editing, printing, and deleting files;
5   demonstrate keyboarding skills at a minimum of 40 wpm.

STUDENT LEARNING OUTCOMES

1   demonstrate ability to create and prepare business reports, forms, resumes, job applications, bibliographies, footnotes/endnotes, and newsletters
2   demonstrate ability to format letters, memos, reports, short documents, newsletters
3   create, save, modify and print a document using a word processing program and appropriate assistive technology
4   demonstrate ability to prepare medical and legal forms

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Business Letters • Correctly place the various parts of the letter • Type various styles of business parts of the letter • Correctly type titles in the closing lines • Type enclosure notations • Fold and insert letters for various envelope sizes and window envelopes • Address envelopes	8	0	8
2	Special Communication Forms • Type interoffice correspondence • Type telegrams • Punctuate the various forms	3	0	3
3	Technical Papers and Business Reports • Type from rough drafts • Type outlines • Use correct form and spacing of manuscripts • Type bibliographies • Type title pages • Type financial statements • Type legal papers • Type footnotes and endnotes	8	0	8

4	Tabulated Reports • Center tabulated reports • Type reports with horizontal and vertical rulings • Type letters with tabulated reports • Type manuscripts with tabulations	6	0	6
5	Business Forms • Type purchase requisitions • Type purchase orders • Type confirmation cards • Type invoices • Type credit memorandums • Type statements of account • Type voucher checks • Type labels • Type payroll records	7	0	7
6	Special Reports for Executives • Type news releases • Type on half-size and executive-size stationery • Type minutes of meetings • Type programs • Type committee reports	12	0	12
7	Applying for a Job • Type a letter answering an advertisement • Type a personal data sheet • Type an application form • Type a resume	6	0	6
8	Memory Features • Creating and naming files • Editing documents • Printing documents	4	0	4
				54

OUT OF CLASS ASSIGNMENTS

1   writing assignments (e.g. formatting of various styles of letters, memos, reports, short documents and statistical documents);

2   lab assignments (e.g. assignments developing typing 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