COMPUTER & OFFICE STUDIES, KEYBOARDING (COSK)

COSK 200 3 units
Keyboarding and Document Production
54 hours lecture
Grading: letter grade or pass/no pass.
Formerly CAOTT 200. Students in this course develop computer typing skills for business and personal use with emphasis on proper technique, speed, and accuracy. Students create correspondence, business reports, academic reports, tables, resumes, and other employment documents. This course satisfies the technology component of the Information Competency graduation requirement.

COSK 209 1 units
Speed/Accuracy Bldg. for Typists
18 hours lecture, 18 hours laboratory
Recommended Preparation: COSK 200 or COSK 233.
Grading: letter grade or pass/no pass.
Formerly CAOTT 209AB and COSK 209AD. This intermediate- to advanced-level course is designed to increase keying speed and accuracy to desired employment levels.

COSK 233 1 units
Computer Keyboarding Skills
18 hours lecture, 18 hours laboratory
Grading: letter grade or pass/no pass.
Formerly CAOTT 233 and COSK 233AD. This course is designed for the person who desires to develop touch control of the computer keyboard and numeric keypad for business or personal use. Emphasis is placed on proper typing and inputting techniques and building basic speed and accuracy.

COSK 600 0 units
Keyboarding and Document Production
54 hours lecture
Grading: non graded.
Students in this course develop computer typing skills for business and personal use with an emphasis on proper technique, speed, and accuracy. Students create correspondence, business reports, academic reports, tables, resumes, and other employment documents.

COSK 633 0 units
Computer Keyboarding Skills
18 hours lecture, 18 hours laboratory
Grading: non graded.
This course is designed to develop touch control of the computer keyboard for personal use. Emphasis is placed on proper typing and inputting techniques and building basic speed and accuracy.