

OST 134
TEXT ENTRY & FORMATTING

COURSE DESCRIPTION:

Prerequisites: None

Corequisites: None

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce mailable documents and key timed writings at speeds commensurate with employability.

Course Hours Per Week: Class, 2. Lab, 2. Semester Hours Credit, 3.

LEARNING OUTCOMES:

In successfully completing this course, students will:

- a. Prepare computer for use.
- b. Determine appropriate format.
- c. Use appropriate language.
- d. Keyboard outlines.
- e. Keyboard drafts from copy and handwritten material.
- f. Keyboard reports and manuscripts.
- g. Keyboard minutes of meetings.
- h. Keyboard memoranda.
- i. Keyboard statistical data.
- j. Keyboard charts and tables.
- k. Keyboard financial statements
- l. Determine appropriate letter style
- m. Keyboard business and personal letters.
- n. Use proofreading symbols
- o. Proofread and correct copy

OUTLINE OF INSTRUCTION:

- I. Review
 - A. Computer system components
 - B. Technique development
- II. Specialized Skill Refinement
 - A. Letter styles
 - B. Special letter parts
 - C. Two-page letters
 - D. Letters on special stationery
 - E. Letters with special features

- III. Specialized reports
 - A. Itineraries
 - B. Minutes of meetings
 - C. Procedures manual
 - D. Report with author/year citations
 - E. Legal documents

- IV. Specialized forms and tables
 - A. Order forms
 - B. Billing forms
 - C. Financial statements
 - D. Balance sheets
 - E. Complex tables

- V. Word processing applications
 - A. Window envelopes
 - B. Report headers and footers

- VI. In-Basket Review (Simulated office environment)

- VII. Demonstrate an acceptable level of keyboarding skills
 - A. Key timed drills at a minimum of 40 words per minutes for **five** minutes
 - B. Key timed material within an acceptable error limit

REQUIRED TEXTBOOKS AND MATERIALS:

Ober, Johnson, and Zimmerly. Gregg College Keyboarding, A Total Learning System. 10th ed. (Lessons 1-60), (Lessons 61-120). Glencoe/McGraw-Hill, 2006.

SUGGESTED REFERENCES:

Ober, Johnson, Rice, and Hanson. Microsoft Word 2000 Manual for Gregg College Keyboarding and Document Process. 9th ed. (Lessons 1-120).

Merriam-Webster. Webster's New Collegiate Dictionary. 10th ed. G&C Merriam Company, 2000.

STATEMENT OF STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from the Disability Services Coordinator within the first two weeks of the semester. Likewise, students who may require emergency medical attention due to a chronic health condition are encouraged to disclose this information to a disabilities services counselor within the first two weeks of the semester. Counselors can be contacted by calling 686-3652 or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1309.