

**OST 135**  
**ADVANCED TEXT ENTRY & FORMAT**

**COURSE DESCRIPTION:**

Prerequisites: OST 134

Corequisites: None

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is on the production of letters, manuscripts, business forms, tabulation, legal documents, and newsletters. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation. Course Hours Per Week: Class, 3. Lab, 2. Semester Hours Credit, 4.

**LEARNING OUTCOMES:**

- a. Format memorandums, personal business letters, and letters in block style, modified block style, and simplified style with attention lines, subject lines, company name, and postscripts on regular baronial, and monarch stationery.
- b. Keyboard open tables, ruled tables, boxed tables, tables with braced headings, financial statements and forms.
- c. Format a correspondence manual with footnotes, including an appendix, a table of contents, a title page, and a bibliography.
- d. Apply high-level formatting skills while completing integrated office projects in the fields of banking, travel, government, energy, electronics, law, medicine, and insurance.
- e. Apply mailability standards to document production.
- f. Compose documents at the keyboard.
- g. Demonstrate an acceptable level of keyboarding skills.
  - 1) Key timed drills at a minimum of 55 words per minute for 5 minutes.
  - 2) Key timed material with 5 or fewer errors.
- h. Demonstrate proper care of equipment and disks.

**OUTLINE OF INSTRUCTION:**

- I. Review
  - A. Technique Development
  - B. Operative Parts of the Computer
- II. Memorandum and Letter Review
  - A. Memorandum Styles
  - B. Memorandums with Enumerations
  - C. Letter Styles
  - D. Letters with Special Features
  - E. Letters on Special Stationery
- III. Table Review and Special Forms
  - A. Ruled and Unruled Tables
  - B. Tables with Footnotes
  - C. Tables with Braced Headings

- D. Financial Statements
- E. Business Forms
  
- IV. Formatting a Correspondence Manual
  - A. Manual with Footnotes
    - 1) Manual with a Table of Contents, an Appendix, Title Page and Bibliography
  
- V. Integrated Office Projects
  - A. Report with graphics
  - B. Proposal with graphics
  - C. Business proposals, grammar, readability, bookmarks
  - D. Business report with columns
  - E. Agenda and action minutes
  - F. Itinerary
  - G. News release
  - H. Labels
  
- VI. Employment documents
  
- VII. Designing Web Pages
  - A. Creating, Saving, and viewing web pages
  
- VIII. Skill Building and In-Basket Review
  
- IX. Demonstrate an acceptable level of keyboarding skills
  - A. Key timed drills at a minimum of 50 words per minute for 5 minutes
  - B. Key timed material within an acceptable error limit

**REQUIRED TEXTBOOK AND MATERIALS:**

Ober, Johnson, and Zimmerly. Gregg College Document Processing. 10<sup>th</sup> ed. (Lessons 61-120) or complete course, (Lessons 1-120). Glencoe, McGraw-Hill Publishers, 2006.

**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.