OST 130
COMPREHENSIVE KEYBOARDING

COURSE DESCRIPTION:

Prerequisites: None
Corequisites: None

This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace. Course Hours Per Week: Class, 2. Lab, 2. Semester Hours Credit, 3.

LEARNING OUTCOMES:

In successfully completing this course, students will:

a. Identify computer system components.
b. Demonstrate proper care of equipment and disks.
c. Resolve common computer problems.
d. Demonstrate proper keyboarding techniques.
e. Demonstrate an acceptable level of keyboarding skills.
f. Determine appropriate format.
g. Proofread and edit copy.

OUTLINE OF INSTRUCTION:

I. Identify computer system components
   A. Prepare computer system for use
   B. Explain the use of computer system components

II. Demonstrate proper care of equipment and disks
   A. Boot, access, and exit software
   B. Care for floppy disks
   C. Care for workstation and peripheral equipment

III. Demonstrate proper keyboarding techniques.
   A. Position hands and body during keying for maximum efficiency
   B. Use proper fingers for touch keying alphabetic, numeric and alphanumeric keys, and the ten-key number pad
   C. Use function keys
   D. Use mouse or other appropriate input device
IV. Demonstrate an acceptable level of keyboarding skills
   A. Key timed drills at a minimum of 32 words per minute for 3 minutes
   B. Key timed material within an acceptable error limit

V. Proofread and edit copy
   A. Proofread for accuracy, content, correct grammar, spelling and punctuation
   B. Use proofreader’s marks
   C. Edit copy

VI. Demonstrate an acceptable level of communication skills
   A. Capitalization
   B. Number expression

VII. Orientation to Word Processing
    A. Letters
    B. Memos
    C. Reports

REQUIRED TEXTBOOKS AND MATERIALS:


OTHER MATERIALS REQUIRED:

STATEMENT FOR STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability are encouraged to request assistance from a disability services counselor within the first two weeks of class. Likewise, students who potentially require emergency medical attention due to any chronic health condition are encouraged to disclose this information to a disability services counselor within the first two weeks of class. Counselors can be contacted by calling (919) 536-7207, ext. 1413, or by visiting the Student Development Office in the Phail Wynn Jr. Student Services Center, room 1209.