COURSE DESCRIPTION:
Prerequisites: OST 130
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 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:

1. Prepare computer for use.
2. Determine appropriate format.
3. Use appropriate language.
5. Keyboard drafts from copy and handwritten material.
6. Keyboard reports and manuscripts.
7. Keyboard minutes of meetings.
8. Keyboard memoranda.
11. Keyboard financial statements
12. Determine appropriate letter style
14. Use proofreading symbols
15. 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:
The textbook and other instructional material will be determined by the instructor.