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 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:


SUGGESTED REFERENCES:


STATEMENT OF 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.