Course Description

Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy. Lecture 3 hours per week.

General Course Purpose

This course is designed as a document preparation and formatting course for the student with basic keyboarding and microcomputer skills use a word processing package. Emphasis is placed on keyboarding speed and accuracy as well as advanced document preparation with a high productivity rate.

Course Prerequisites/Corequisites

Prerequisite: AST 101

Course Objectives

Upon completing the course, the student will be able to:

- Use proper keyboarding technique, word process competently, and use computer competently
- Demonstrate skill in document production
- Demonstrate keyboarding skills in straight copy and production speed and accuracy
- Demonstrate proficiency in proofreading and editing skills, including grammar, spelling, and punctuation
- Demonstrate skill in graphics and desktop publishing layout and design techniques for business documents

Major Topics to be Included

- Skill building and technique drills
- Business correspondence
- Mail merge
- Manuscripts and reports
- Forms, computerized forms, and tables
- Composition and information gathering techniques
- Meeting and follow-up materials
- News releases
- Itinerary and travel documents
- Newsletters and graphics
- Employment documents
- Proofreading skills
- Document revisions and final approval