



COURSE SYLLABUS

PO Box 1189
1042 W. Hamlet Avenue
Hamlet, NC 28345
(910) 410-1700
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COURSE: OST 131 KEYBOARDING

HOURS: Lecture: 1 Lab/Shop: 2 Work Exp/Clinical: 0 Credits: 2

COURSE DESCRIPTION:

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. This course also includes setting and using tabs, formatting business letters, and formatting interoffice memorandums.

PREREQUISITE(S): NONE

COREQUISITE(S): NONE

TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:

Open Educational Resources (OER) are listed in the course Moodle.

STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to:

1. Build speed and accuracy by completing speed drills provided and recording their results each time. The OST student should be able to type 30 net words per minute by the end of OST 131.
2. Develop proofreading skills.
3. Demonstrate skills in using the computer (format, save, open, and print documents; create folders).
4. Learn to format and edit text with features within Microsoft Word.
5. Apply bullets and numbering.
6. Create memorandums.
7. Format block and modified block business letters.
8. Create envelopes and labels.
9. Illustrate the ability to set and use tabs in business documents.
10. Format block and modified block letters with special features.
11. Format two-page letters.
12. Demonstrate written communication skills as well as select and use appropriate means and methods to communicate thoughts and ideas.

*****Please refer to the online version of the Richmond Community College Program & Course Catalog and the Student Handbook for current academic and general information.**