

Date Prepared: July 13, 2000

## COURSE OUTLINE

   New        x   Revised

Effective Date: Fall 2000

1. **COURSE PREFIX NUMBER:** AST 102      **CREDIT HOURS:** 3
2. **COURSE TITLE:** **Keyboarding II**
3. **PREREQUISITE:** AST 101
4. **COURSE DESCRIPTION:** Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy. Prerequisite: AST 101. Lecture 3 hours per week.
5. **CONTENT:** (Major Headings)
  - a. Correspondence
  - b. Reports
  - c. Tables
  - d. Skill Development
  - e. Problem Solving
6. **GENERAL COURSE OBJECTIVES:**

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

  - a. format mailable correspondence.
  - b. format mailable agendas, travel reimbursement forms, itineraries, and minutes of meetings.
  - c. format mailable tables and reports.
  - d. key at least 40 words a minute on three five-minute official timed writings.
  - e. complete all general information and production tests with at least a passing grade.