

OSTM110 : Keyboarding and Document Production I

Development of keyboarding skills by the touch method using personal computers. Business applications include letters, tabulations, rough drafts and business forms. Development of the ability to type at a minimum rate of 25 words per minute for three minutes with a maximum of four errors. Credit will not be given for both OSTM101 and OSTM110.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0