
COURSES

OFFICE SYSTEMS TECHNOLOGY (OST)

OST 131 Keyboarding**2.0 UNITS**

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.

OST 132 Keyboard Skill Building**2.0 UNITS**

An additional segment will involve the fundamentals of proofreading and correcting the on-screen appearance, format, accuracy, and contents of documents.

OST 136 Word Processing**3.0 UNITS**

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment.