

SYLLABUS  
PART I  
EDISON COMMUNITY COLLEGE  
OSA 111S DOCUMENT PROCESSING I  
3 CREDIT HOURS

**COURSE DESCRIPTION**

Review and mastery of the keyboard. Basic skills in the production of office correspondence, tabulation, and reports are introduced. Production activities will be stressed. An introduction to basic word processing functions is included. Prerequisite: Satisfactory completion of placement exam, or a grade of "C" or better in OSA100S, or one semester of high school keyboarding.

**COURSE GOALS**

The student will:

1. Type the letter, figure, and most commonly used symbol keys by touch, using from the beginning the kind of stroking techniques and mental approach that will add to problem-solving competence.
2. Use those techniques that have been found to be most efficient in shifting for capitals, in tabulating, and in handling other operative parts of the keyboard.
3. Apply formatting skills to the production of a variety of business correspondence and to manage efficiently the forms and supplies needed in production typing.
4. Type from printed, script, corrected, and revised copy and to compose simple letters, reports, and abstracts.
5. Proofread copy for typographical accuracy and to evaluate the acceptability of a finished piece of work.
6. Apply judgment skills in handling unusual problems in typing business correspondence.
7. Type five-minute timed writings with one or no errors.

**CORE VALUES**

The core values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives, and activities in this course will introduce/reinforce these Core Values whenever appropriate.

**TOPIC OUTLINE**

1. Review of keyboard.
2. Business Letters with Special Features.
3. Interoffice Memorandums. (Standard)
4. Rough Draft Typing.
5. Tables. (Horizontal & Vertical Centering)
6. Reports. (Unbound)
7. Outlines.
8. Form Paragraphs and Variable Information Usage.