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

COURSE DESCRIPTION
Review and mastery of the keyboard. Basic skills in the production of office correspondence, tables and reports are introduced. Production activities will be stressed. An introduction to basic word processing functions is included. Prerequisite: Satisfactory computer assessment score, or a grade of "C" or better in OHA 100S, or one semester of high school keyboarding. Lab fee.

COURSE GOALS
The student will:

Bloom's Level			Program Outcomes
3	1.	Type the letter, figure, and symbol keys by touch, using proper stroking techniques.	10
3	2.	Apply formatting skills to the production of business correspondence, tables, and reports.	10
3	3.	Type from printed, script, and revised copy.	10
5	4.	Proofread copy for typographical accuracy and evaluate the acceptability of finished documents.	9
3	5.	Apply judgment skills in handling problems in typing business documents.	9
3	6.	Type five-minute timed writings with one or no errors per minute.	10

CORE VALUES
The Core Values are a set of principles that 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 those Core Values whenever appropriate.

TOPIC OUTLINE
1. Review of Keyboard
2. Business Letters with Special Features
3. Interoffice Memoranda
4. Rough Draft Typing
5. Tables
6. Reports
7. Employment Documents, Envelopes and Labels