

OSTM210 : Keyboarding and Document Production II

Development of professional-level skill in the preparation of business letters, tabulations, financial statements and legal papers. Development of ability to type at a minimum rate of 35 words a minute for five minutes with a maximum of three errors. Includes instruction on the proper use of dictation transcribing equipment.

Credits 3

Lecture Hours 3

Lab/Clinical/Field Study Hours 0

Prerequisites

OSTM110 or permission of instructor.

Semester Offered

Spring