COURSE OUTLINE

New x Revised Effective Date: Fall 2000

1. COURSE PREFIX NUMBER: AST 102 CREDIT HOURS: 3

2. COURSE TITLE: Keyboarding II

3. PREREQUISITE: AST 101

4. COURSE DESCRIPTION: Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy. Prerequisite: AST 101. Lecture 3 hours per week.

5. CONTENT: (Major Headings)
   a. Correspondence
   b. Reports
   c. Tables
   d. Skill Development
   e. Problem Solving

6. GENERAL COURSE OBJECTIVES:

   Upon successful completion of the course, the student will be able to:
   a. format mailable correspondence.
   b. format mailable agendas, travel reimbursement forms, itineraries, and minutes of meetings.
   c. format mailable tables and reports.
   d. key at least 40 words a minute on three five-minute official timed writings.
   e. complete all general information and production tests with at least a passing grade.