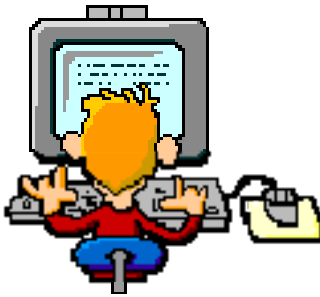


# OIS 101 BEGINNING KEYBOARDING 2 UNITS

Palomar Community College  
Business Administration Department  
Office Information Systems  
[www.palomar.edu/business](http://www.palomar.edu/business)

Learn to Keyboard quickly and accurately for:



- ◆ entry level employment
- ◆ reports
- ◆ term papers
- ◆ business letters
- ◆ business memos



Enroll in a hands-on, interactive and practical skills class.

This beginning keyboarding course on the computer includes:

- ◆ Keying straight copy alphanumeric material
- ◆ Applying word processing commands to perform the basic file management activities of creating, saving, deleting, and closing business documents
- ◆ Applying word processing skills to prepare correctly formatted memos, e-mail messages, letters, manuscripts, tables, and reports.

## FALL 2009

| Section | Day | Time          | Instructor   | Location                 |
|---------|-----|---------------|--------------|--------------------------|
| 72775   | TBA | Self-Paced    | Dolan J.     | B-22 lab                 |
| 72623   | TTh | 11:45—2:35 pm | Armistead A. | ESC-101 Escondido Campus |
| 73220   | TTh | 6—8:50 pm     | Anspach K.   | ESC-101 Escondido Campus |

### Contact Information:

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<http://www.palomar.edu/BUSINESS/OIS/officeInfoSystems.htm>

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