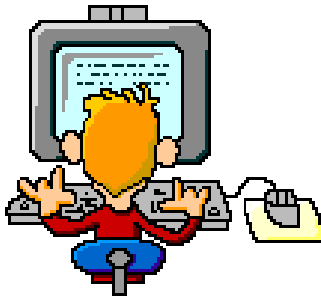


OIS 101 BEGINNING KEYBOARDING 2 UNITS

Palomar Community
College
Business Administration
Department

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

SPRING 2012

Section	Day	Time	Instructor	Location
32360	TBA	Self-Paced	Dolan J.	MD-335
32359	TTh	11:45—2:35 pm	Armistead A.	ESC-101 Escondido Campus

Contact Information:

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