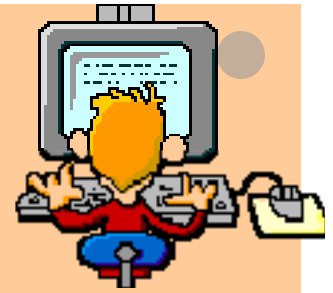


PUBLIC TYPING/KEYBOARDING, 10-KEY, and SHORTHAND TESTS



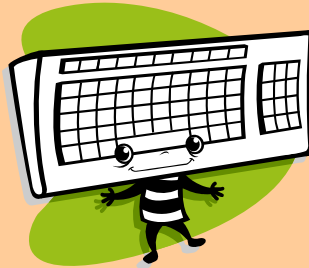
FALL 2009 SCHEDULE

September 8, 2009—December 8, 2009

B-22 SAN MARCOS CAMPUS LAB – (760) 744-1150, ext. 2497

(Picture I.D. Required)

Typing/Keyboarding, 10-Key Fee::
\$5.00
SHORTHAND Fee:
\$10.00



Tuesdays: 3 p.m. and
5:00 p.m.
BY APPOINTMENT ONLY

NOTE:-NO CHARGE to currently registered Palomar College STUDENTS. Students must show proof of registration for the current semester.

-NO CHARGE to Palomar College STAFF.

PARKING:FREE VISITOR PARKING. Please obtain a parking permit from Campus Patrol at the main entrance of the campus.

CASHIER:Pay fee(s) at the cashier's window, located in Building A, Administrative Services. DIRECTIONS to the B-22 test location may be obtained from the cashier. Give the FEE RECEIPT to the staff at the B-22 lab when you check in to take the test.

PROCEDURES:

TYPING/KEYBOARDING. Report to the B-22 lab at the scheduled time. You will have 5 minutes of practice time. Three 5-minute timings will be given from straight copy. Typing tests follow International Typing Rules. A certificate will be issued for the best timing with 5 errors or less. Allow an hour for the whole process. A similar process is followed for the 10-KEY and SHORTHAND tests.

Certiport MCAS (MicroSoft Certified Application Specialist) exams will be administered by appointment only. Cost: \$85.0 public, \$75 students & staff, M-TH 1-5 p.m.