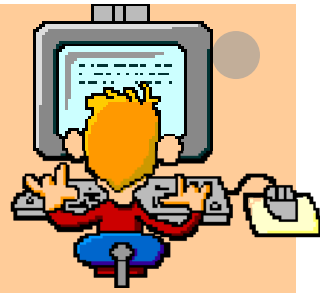


# PUBLIC TYPING/KEYBOARDING, 10-KEY, and SHORTHAND TESTS



## SPRING 2012 SCHEDULE

January 31, 2012—May 7, 2012

(Exception: March 19-25 during Spring Break)

**MD-335 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:** Check with Campus Patrol at the main entrance of the campus for parking directions and fees.

**CASHIER:** Pay fee(s) at the cashier's window, located in Building A, Administrative Services. DIRECTIONS to the MD-335 test location may be obtained from the cashier. Give the FEE RECEIPT to the staff at the MD-335 lab when you check in to take the test.

### **PROCEDURES:**

**TYPING/KEYBOARDING.** Report to the MD-335 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.

**Microsoft MOS 2010 (MicroSoft Office Specialist) certification exams** will be administered by appointment only. Charge: \$15 PCC Proctor fee, plus MOS test Voucher purchased from Certiport website. Administered M-TH 1-4 p.m. —pay for Proctor fee at Cashier window.