

PALOMAR COLLEGE  
COURSE OUTLINE OF RECORD FOR  
DEGREE CREDIT COURSE

X  Transfer course       X  A.A. degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:**    OIS 101    Beginning Keyboarding

**UNIT VALUE:**    3

**MINIMUM NUMBER OF SEMESTER HOURS:**    80

**BASIC SKILLS REQUIREMENTS:**

Appropriate language and computational skills.

**ENTRANCE REQUIREMENTS:**

**PREREQUISITE:**    None.

**COREQUISITE:**    None.

**RECOMMENDED PREPARATION:**    None.

**SCOPE OF COURSE:**

A beginning course in keyboarding on the computer. Class includes learning to keyboard alphabetic, numeric, and symbol keys by touch; developing speed and accuracy in straight copy writing; and keyboarding business documents such as letters, reports, memos, and simple tables.

**SPECIFIC COURSE OBJECTIVES:**    Successful students will

1. Operate the keyboard as an effective tool for communication by learning to operate all alphabetic and number keys by touch.
2. Demonstrate a degree of accuracy and speed that will make keyboarding advantageous for personal applications as well as for business use where keyboarding skill is not a major part of the job.
3. Demonstrate ability to take and follow directions.

4. Apply proofreading skills to written material.
5. Keyboard various documents in proper format.
6. Identify the proper forms to be used for various typewritten communications.

**CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

1. Alphabet and basic punctuation.
2. Numbers and symbols.
3. Reports.
4. Business and personal-business letters.
5. Envelopes.
6. Memorandums.
7. Tables.
8. Employment documents.

**REQUIRED READING:**

Ober, Scot, et al. Gregg College Keyboarding & Document Processing for Windows, Lessons 1-60. 8th edition. New York: The McGraw-Hill Companies, Inc., 1997. (Includes software for microcomputer).

**SUGGESTED READING:** None.

**REQUIRED WRITING:** Skills demonstration is more appropriate.

Demonstration of keyboarding skills is more important. At a minimum, will include examples of the types of documents listed in "Content in Terms of Specific Body of Knowledge" above, which will demonstrate both keyboarding/proofreading accuracy and knowledge of proper document formats. In addition, timed writings will demonstrate speed and accuracy on straight copy.

**OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.**

Skill building drills as necessary to achieve a desired net speed goal. Study of proper formats to prepare for production assignments. Reviewing materials for tests.

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture  
 laboratory  
 lecture-laboratory combination  
 directed study

Lecture, laboratory. Instructor explains work to be done; students do the assigned work in the classroom with necessary assistance from the instructor and with necessary outside work as explained in "Outside Assignments" above.

**This course may be offered as a distance education course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.**

Yes  No

**If yes, check all that apply.** (See guidelines for preparation for definitions.)

- telecourse  
 mediated instruction  
 computer assisted instruction

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

The following is a typical grading policy:

Average of 3 highest timed writing scores (nwpm)	=	45%
Average of production/daily work scores	=	35%
Average of midterm and final exam scores	=	20%

Timed writing scores:	A	=	at least 40 nwpm
	B	=	35-39 nwpm
	C	=	30-34 nwpm
	D	=	25-29 nwpm
	F	=	24 or less nwpm

Production work must be submitted within the time frame allowed; partial credit is given for unfinished work.

**IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?**

Yes  No  Number of times course may be taken for credit: 1.

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

**CONTACT PERSON:** Rena Stevens, Ext. 2490.

<b>SIGNATURES ON FILE</b>
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