

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 102 Intermediate 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: A minimum grade of "C" in OIS 101 or a keyboarding speed of 30 net words per minute.

SCOPE OF COURSE:

The development of speed and accuracy in keyboarding with emphasis on production of business letters and other business documents and forms.

SPECIFIC COURSE OBJECTIVES: Successful students will be able to

1. Keyboard at a speed of 40 net words per minute in a 5-minute timing with no more than 5 errors.

2. Perform letter formatting and evaluation at an employable level.
3. Properly interpret and format business tabulations.
4. Proofread, mark, and edit documents properly.
5. Compose business letters at the computer.
6. Follow oral and written directions.

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

1. Skill Development. Drill and timed writing practice in which students analyze their performance and work to correct errors and to further develop speed.
2. Business Letters. Formatting and keyboarding business letters. Includes special letter parts such as attention line, subject line, company name, postscript, display paragraphs, indented paragraphs and envelopes.
3. Reports. Formatting and keyboarding business reports, including specialized reports such as agendas, itineraries, minutes, and legal documents.
4. Tabulation. Preparing tables and forms. Includes open tables, boxed tables, and tables with braced headings. Forms include invoices, financial statements, and press releases.
5. Integrated Projects. Applying learned formatting skills in simulations of an actual office environment.
6. Preparing Rough Draft Copy. Preparing documents from heavily edited copy and from handwritten copy.
7. Proofreading. Proofreading all keyboarding work, including marking errors on timed writings and correcting errors in production work.
8. Cognitive Skills. Learning to follow oral and written directions.

REQUIRED READING:

Ober, Scot, et al. Gregg College Document Processing for Windows, lessons 61-120. 8th edition. New York: Glencoe/McGraw-Hill, 1997.

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 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. The instructor explains the assignments; students do the work in class with necessary assistance from the instructor and with any 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):

A typical grading policy is:

45% Keyboarding Speed (40 net wpm = average or C net speed grade).

35% Production Assignments

20% Average of tests and final examination scores

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

Yes _____ No X 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 x2490.

SIGNATURES ON FILE
