

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**DEGREE CREDIT COURSE**

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

**COURSE NUMBER AND TITLE:** OIS 103 Advanced Keyboarding

**UNIT VALUE:** 1

**MINIMUM NUMBER OF SEMESTER HOURS:** 32

**BASIC SKILLS REQUIREMENTS:** Appropriate language skills.

**ENTRANCE REQUIREMENTS**

**PREREQUISITE:** None

**COREQUISITE:** None

**RECOMMENDED PREPARATION:** A minimum grade of "C" in OIS 102 or a keyboarding speed of 45 net words per minute

**SCOPE OF COURSE:** Technique building, special speed building and control building practices designed to develop and improve straight-copy performance.

**SPECIFIC COURSE OBJECTIVES:** Successful students will

1. build straight-copy typing speed and accuracy to a minimum level of 50 net words per minute with 5 errors or less for 5 minutes;
2. build number typing speed and accuracy to a minimum level of 35 net words per minute with 0 errors for 1 minute;
3. analyze keystroking errors being made and practice corrective drills;
4. apply proofreading skills to 1- and 5-minute timings.

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

- A. Goal setting
- B. Speed building practice to increase entry speed
- C. Accuracy building practice to decrease entry errors
- D. Five-minute straight-copy timings to measure speed and accuracy
- E. One-minute number timings to measure speed and accuracy
- F. Error analysis to pinpoint technique deficiencies

**REQUIRED READING:**

Sharp, Walter M., et. al. Key Champ. Cincinnati: South-Western Educational Publishing, 1999.

**SUGGESTED READING:** None

**REQUIRED WRITING:** Skills demonstration is more appropriate. Students will practice typing drills specific to their keystroking deficiencies and measure this progress through 1 – and 5–minutes timed writings.

**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.** Students will practice technique improvement drills, take one-minute number and five-minute straight-copy timed writings, and analyze their errors. Students may visit an office or word processing center featuring heavy typing of correspondence and/or technical documents.

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture
- laboratory
- lecture-laboratory combination
- directed study

The class is offered on an open-entry/open-exit basis and is self paced. Thirty-two hours of laboratory/lecture time are arranged by each student with the instructor.

Students complete a prescribed number of practice drill pages, five-minute straight-copy timings, and one-minute number timings based on error analysis.

Students are given individualized instruction and evaluation throughout the course as they work through their drills and assignments. Lectures are given as needed to supplement written and individualized instruction.

All work (except voluntary extra practice drills done at home) is completed under supervision in the lab; each stage of the work is evaluated (and discussed as necessary) before the next stage is attempted.

**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.**

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials)

through a computer terminal, but not under immediate supervision of a qualified instructor.)

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

Speed	25%
Improvement in Speed	25%
Accuracy	25%
Number Timings	10%
Total Drill Pages	15%

See specific Course Outline of Record for breakdown of grading categories.

**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:** Judy Dolan, x2498

**SIGNATURES ON FILE:**