Course Syllabus
Wayne County Community College District
OIS 101  Keyboarding Fundamentals

CREDIT HOURS:  3.00

CONTACT HOURS:  45.00

COURSE DESCRIPTION:
The student will master the microcomputer keyboard using the touch method. The student will type horizontal/vertical documents, memos, tables, postal cards, personal letters, business letters and manuscripts. The student will type from printed script and rough draft copies. When this course is completed, the student will type a minimum of 30 words per minute on straight-copy material with no more than five errors on five-minute timing. A minimum of three hours of lab per week and a lab fee required.

PREREQUISITES:
Recommended: OIS 100

EXPECTED COMPETENCIES:
Upon successful completion of this course, the student will:

Demonstrate his/her ability to “touch” type at minimum of 30 words per minute on a microcomputer using a word processing software package. The student will demonstrate his/her ability to keyboard a variety of data when using microcomputers, and computer terminals.

ASSESSMENT METHODS:
Student performance may be assessed by examination, quizzes, case studies, oral reports, group discussion, written reports or presentations. The instructor reserves the option to employ one or more of these assessment methods during the course.

GRADING SCALE:
A  =  94% to 100%
B  =  87% to 93%
C  =  80% to 86%
D  =  73% to 79%
E  =  less than 72%