



# Wayne County Community College District

## COURSE SYLLABUS

### OIS 101 Keyboarding Fundamentals

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**CREDIT HOURS:** 3.00

**CONTACT HOURS:** 45.00

**COURSE DESCRIPTION:**

The student will master the microcomputer keyboard using the touch method and work toward developing higher levels of typing speed and accuracy. 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.

**EXPECTED COMPETENCIES:**

Upon successful completion of this course, the student will:

1. Demonstrate his/her ability to "touch" type at minimum of 30 words per minute on a microcomputer using a word processing software package.
2. Demonstrate his/her ability to keyboard a variety of data including alphabetic and numeric when using microcomputers, and computer terminals.
3. Create documents in a word processing software
4. Apply proofreaders' marks and revise text
5. Understand software and hardware components

**ASSESSMENT METHODS:**

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

**GRADING SCALE:**

90%-100% = A  
80%-89.9%= B  
70%-79.9%= C  
60%-69.9%= D  
<60% = E