OIS 1200 Computer Basics

Course Description:

With learner-centered instruction in this beginning course, students will learn the Windows operating system, basic computer hardware troubleshooting, and the fundamentals of touch keyboarding techniques. OIS1200 will teach students to use Windows to organize data using files and folders, manipulate menus, customize the desktop, and work with application programs. In addition, students will learn to navigate the Internet and MTC's e-mail system, learning management system, and academic database.

Scheduling the Credit by Exam:

The student must complete the credit-by-exam form and pay the fee ($15) for the exam in the MTC Business Office prior to taking the exam. The student must contact Vicki Weaver in Room 161C, **weaverv@mtc.edu**, or telephone at 740-386-4115 to schedule an appointment to take the credit by exam. The student must bring his or her receipt to the scheduled testing appointment.

Evaluation Criteria:

Technique (15 points) - The proctor will evaluate the student's keyboarding techniques. The student will earn 15 points if all the following criteria are met:
› Uses correct body position at the keyboard
› Uses correct arm/hand position at the keyboard
› Operates each key with correct finger
› Returns fingers to home position
› Keeps eyes on copy while keying

Keyboard Speed (10 points) - The student will complete two 2-minute timed writings graded on words a minute. The student is allowed two errors for a 2-mintue timed writing; each additional error will be subtracted from the speed. Timings with more than five errors will not be accepted.
The grading scale for a 2-minute timed writing with no more than two errors is as follows:
› 30+ wam = 10 points
› 25 - 29 wam = 8 points
› 20 - 24 wam = 6 points
› 15 - 19 wam = 4 points

10-Keypad Speed (10 points) - The student will complete a warm-up and on pretest using the number 10-keypad. The grading scale for the 10-keypad is as follows:
› 99+ dpm = 10 points
› 79 - 98 dpm = 6 points
› 58 - 78 dpm = 4 points
› 40 - 47 dpm = 2 points

Application (10 points) - The student will earn 10 points if all the following criteria are met for application:
› create a basic word processing document
› use formatting features
› apply a naming conventions
› create folders and subfolder
› rename files and folders
› move and copy items

Email (5 points) - The student will earn 5 points if all the following criteria are met for the email. The student will demonstrate a working knowledge of:
› field utilization in a standard email interface including TO, CC, BCC, Subject, Body, and Attachments.
› File management skills for search for a specific file on the drive and attaching it to the message.

Internet (5 points) - The student will earn 5 points if all the following criteria are met for the Internet. The student will demonstrate a working knowledge of:
› Using an URL to navigate to a web site.
› Using menus or hyperlinks to navigate with a web site.
› Use of the browser interface.
› Using the taskbar working with multiple open windows on the screen.

Windows Navigation (5 points) - The student will earn 5 points if all the following criteria are met for the Windows Navigation. The student will demonstrate a working knowledge of:
› Using a mouse and keyboard.
› Using the Start menu to open a program.
› Copying and pasting via the clipboard.

- Using the taskbar working with multiple open windows on the screen.
- Use of the application menu bar
- To successfully pass the credit by exam for OIS 1200, a student must earn a minimum of 48 points.