Miami-Dade Community College
OST 1100 – Beginning Keyboarding

Course Description:
This course emphasizes techniques and skills in keyboarding and introduces how to format business papers such as letters, manuscripts and tabulated material.

3 credits

Corequisites: OST 1100L (Beginning Keyboarding Lab)

Course Competencies:

Competency 1:	The student will demonstrate correct keyboarding techniques on a microcomputer by

a. using correct fingering on keys and applying the touch method of typing.
b. demonstrating correct posture at the computer and keeping eyes on text copy being typed.
c. applying correct spacing to punctuation and words.

Competency 2:	The student will develop keyboarding speed and accuracy to meet beginning office production standards by

a. performing all skillbuilding accuracy and speed drills.
b. demonstrating attainment of speed and accuracy requirements through timed writings for a specified time period and with a specified accuracy standard.
c. integrating straight copy speed into the fast, accurate production of office documents.

Competency 3:	The student will develop beginning proficiency in the use of word processing software in document production by

a. formatting and typing block and modified block letters.
b. formatting and typing basic memos.
c. formatting and typing simple reports.
d. composing a simple memo or letter from "scratch" while typing at the computer.