# Miami-Dade Community College
## OST 1108 – Keyboarding Skillbuilding

<u>Course Description</u>:  This course emphasizes building speed and accuracy in keyboarding, using proper techniques.  Students will pretest, identify individual weaknesses, practice the prescribed drills, develop rhythmic typing skills through the use of tapes, posttest, and compare improvement in accuracy and/or speed.

*2 credits*

<u>Prerequisites</u>:  OST 1100 or knowledge of the keyboard.

<u>Course Competencies</u>:

| Competency 1: | The students will demonstrate improvement in keyboarding techniques on a microcomputer by |
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| | a. directly observing correct keyboarding technique demonstrated by a professional typist and using it as a model. |
| | b. observing their own keyboarding technique and those of other students via videotape and correcting technique faults |
| | c. using correct fingering on keys and applying the touch method of typing. |
| | d. demonstrating correct posture at the computer and keeping eyes on text copy being typed. |
| | e. applying correct spacing to punctuation and words. |

| Competency 2: | The student will develop keyboarding speed by |
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| | a. keying copy to be evaluated for speed and performing all skillbuilding speed drills. |
| | b. completing one-minute timed writings. |
| | c. listening to and keying from rhythmic tapes. |
| | d. increasing speed on five-minute timed writings. |

| Competency 3: | The student will develop keyboarding accuracy by |
|---|---|
| | a. keying copy to be evaluated for accuracy and performing all skillbuilding accuracy drills. |
| | b. completing one-minute timed writings with zero errors. |
| | c. listening to and keying from rhythmic tapes with ten errors or fewer. |
| | d. reducing errors to no more than one per minute on five-minute timed writings. |

The mission of Miami-Dade Community College is to provide accessible, affordable, high quality education
by keeping the learner's needs at the center of decision making and working in partnership
with its dynamic, multi-cultural community.