

Miami-Dade Community College
OST 1110L– Keyboarding Applications Lab

Course Description:

This one-credit keyboarding lab will enable students to develop keyboarding/formatting production speed and accuracy.

1 credit

Prerequisite: OST 1100 or credit by examination.

Corequisites: OST 1110 (Keyboarding Applications)

Course Competencies:

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| Competency 1: | The student will develop speed and accuracy by |
| a. | performing assigned software and paper drills for accuracy and speed. |
| b. | practicing timed writings to build speed and accuracy. |
| Competency 2: | The student will develop facility in the typing of business papers by |
| a. | producing memos, letters, or reports, tables, and other office problems given in class assignments. |
| b. | applying keyboarding skills to the typing of papers for other classes. |

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.