

**Miami-Dade Community College**  
**OST 1141– Keyboarding for Computers**

Course Description:

This course emphasizes techniques and skills in keyboarding.

*1 credit*

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.

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.