**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.