

Miami-Dade Community College
OST 1741L - BEGINNING WORD PROCESSING LAB

Course Description: This course is a corequisite to the Beginning Word Processing course. In this course the student will be applying basic functions using a popular word processing program currently on the market. This course covers theory and definitions of word processing, basic functions, and simple applications using the word processing program. In addition, this course covers the basic functions and information about Microsoft Windows, the disk operating system.

1 credit

Corequisite: OST 1741

Course Competencies:

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| Competency 1: | The Student will perform basic functions of word processing by <ol style="list-style-type: none">a. opening files and applying functions to the files.b. creating files and applying functions to the files. |
| Competency 2: | The Student will create documents using word processing software by <ol style="list-style-type: none">a. keying memorandums in the appropriate format using the necessary functions.b. keying letters in the appropriate format using the necessary functions.c. using reports and other business correspondence to be formatted appropriately using the necessary functions. |
| Competency 3: | The Student will manage files on a student disk by <ol style="list-style-type: none">a. saving and opening files on a diskb. making new foldersc. cutting, copying, and pasting filesd. deleting and renaming files and folderse. printing a file list |

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.