

Miami-Dade Community College
OST 2930 – OFFICE ADMINISTRATION LAB

Course Description:

This one-credit lab is designed for students who need to complete work for any Office Administration course that does not normally require a lab course. This course gives students access to the computer lab rooms during preset lab hours. The students will be able to practice speed and accuracy drills, complete class problem assignments, complete computer software application problems, complete business English assignments, complete machine transcription assignments, complete business writing assignments, and complete office procedures assignments.

1 credit

Corequisites: Any OST course

Course Competencies:

- | | |
|---------------|---|
| Competency 1: | The students will complete their class assignments by |
| | a. performing the necessary assignments based on the enrolled OST course. |
| | b. attending the lab for at least 15 hours within the semester. |

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.