

Miami-Dade Community College
OST 1100L– Beginning Keyboarding Lab

Course Description:

This one-credit keyboarding lab will enable students to practice speed and accuracy drills and to complete class problem assignments given in the Beginning Keyboarding class.

1 credit

Corequisites: OST 1100 (Beginning Keyboarding)

Course Competencies:

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 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.