Miami-Dade Community College
OST1110 - Keyboarding Applications

Catalog Description:
This course emphasizes keyboarding speed and accuracy and provides training in the keying and formatting of business correspondence, including letters, memorandums, reports, tables with special features, and miscellaneous documents such as itineraries, news releases, and agendas.

3 credits

Prerequisite: OST1100 or credit by examination.

Co-requisite: OST1110L

Course Competencies:

Competency 1: The student will develop keyboarding speed and accuracy to meet office production standards by

a. applying strategies that increase keyboarding speed and accuracy.
b. performing speed and accuracy timed drills prior to timed tests.
c. demonstrating keyboarding speed and accuracy that meet office production standards.

Competency 2: The student will demonstrate keyboarding software proficiency and word processing software familiarity by

a. formatting and typing various business documents using word processing software.
b. formatting and typing various letter styles, two-page letters, and letters with special parts, tables, and enumerated items.
c. formatting and typing interoffice memorandums with special features such as tables and enumerations.
d. formatting and typing unbound and left-bound reports with references, footnotes, endnotes, bibliographies, and title pages.
e. formatting and typing tables with special features.
f. formatting and typing miscellaneous business documents, such as news releases, agendas, and itineraries.

Competency 3: The student will demonstrate proofreading skills by

a. demonstrating the use of proofreaders' marks and the keying of rough draft material.
b. applying correct proofreaders' techniques, utilizing correct grammar and spelling.