

CAS 121: Beginning Keyboarding

Covers the skills necessary to touch type on the computer keyboard using correct techniques. Includes the development of speed and accuracy. Covers the production of basic business and academic documents.

Course Student Learning Outcomes

Upon completion of the course students will be able to:

- Keyboard by touch the alphabetic computer keyboard.
- Use critical thinking skills to apply proper formatting to business and academic documents following professional and industry standards.

Credits: 3

Program: [Computer Applications Systems](#)