

CAS 122 : Keyboarding for Speed and Accuracy

Develops confidence, endurance, and control for accurate keyboarding while increasing keyboarding speed. Develops ability to proofread documents accurately and efficiently.

Credits 3

Subject

[Computer Applications Systems](#)

Course Outcomes

Upon completion of the course students will be able to:

- Keyboard by touch with increased accuracy and speed following current professional and/or industry standards.
- Use critical thinking skills to apply proofreading techniques to business documents.
- Use feedback/guidance from the instructor and classmates to incorporate methods to improve speed and accuracy levels and assess their effectiveness on individual skill development.