

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.

Course Student Learning 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.

Credits: 3

Program: [Computer Applications Systems](#)