NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY
AST 117 – KEYBOARDING FOR COMPUTER USAGE (1 CR.)

Course Description

Teaches the alphabetic keyboard and 10-key pad. Develops correct keying techniques. Lecture 1 hour per week.

General Course Purpose

The course is designed to develop keyboarding skills for the student who is in a computer program and other interested students requiring proficiency on the keyboard.

Course Prerequisites/Corequisites

None

Course Objectives

Upon completing the course, the student will be able to:

- Demonstrate keyboarding skills on the alphabetic and numeric keys of a microcomputer
- Use correct keyboarding techniques

Major Topics to be Included

- Introduction of alphabetic keys
- Introduction of numeric keys
- Skill building by repetitive drill work