Virginia Western Community College
AST 101
Keyboarding I

Prerequisites
none

Course Description
Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports, and tabulation.

Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0

Required Materials

Textbook:
Gregg College Keyboarding and Document Processing, Lessons 1-120, 2016 Ed., Kit 3, Word 2016 ISBN 9781259921124 (Comes packaged with textbook, Word 2016 manual, online software registration card, and easel.)

Other Required Materials:
small stapler

Course Outcomes

At the completion of this course, the student should be able to:

A. Type the letters, numbers, and symbols by touch.
B. Use correct posture and techniques.
C. Type at least 35 gross words a minute on a 3-minute timed writing with no more than 5 errors *without watching your hands*.
D. Develop proofreading skills; correctly using capitals, commas, apostrophes, and numbers.
E. Develop composing and spelling skills.

__Topical Description__

Lessons	Tests	Notes
Orientation		Create GDP Account.
1, 2		Key lessons at least 3 times.
LABOR DAY HOLIDAY – NO CLASS		
3, 4		Key lessons at least 2 times.
5, 6		Key lessons at least 2 times.
7, 8	TW Ck 1 1 min.	Key lessons at least 2 times.
9, 10	TW Ck 2 1 min.	Key Lesson 9 at least 2 times. Key Lesson 10 at least 3 times.
11, 12, 13	TW Ck 3 1 min.	Key lessons at least 1 time from this lesson forward.
14, 15, 16	TW Ck 4 2 min.	**__--Last day to withdraw with a W.**
17, 18, 19	TW Ck 5 2 min.	**Beginning with Lesson 17, print the MAP according to your instructor's handout.**
20, 21, 22, 23 Be sure to print lesson and **expand only**: • MAP • Timed Writings • Language Arts	TW Ck 6 2 min.	*Beginning with Lesson 21, <u>do not</u> do formatting and word processing exercises.* *On Lesson <u>21D</u>, to print to show 0 errors, click Next until you are on the last screen. <u>Print the last screen only</u>.* *NOTE: For all Language Arts, expand to show 0 errors. If 0 errors does not show up, click <u>details</u> and print. If you have done several sentences, print the LAST SCREEN ONLY to show 0 errors.*
24, 25, 26, 27, 28	TW Ck 7 2 min.	
29, 30, 31, 32, 33	TW Ck 8 3 min.	Start 3-min. timings for final grade.

34, 35, 36, 37, 38		3-min. timings for final grade.
39, 40, 41, 42, 43		3-min. timings for final grade.
44, 45 Numeric Keypad		3-min. timings for final grade.
TBA		**EXAM**

Notes to Instructors

- none