

**Virginia Western Community College**  
**AST 102**  
**KEYBOARDING II**

**Prerequisites**

AST 101

**Course Description**

Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy.

**Semester Credits: 3****Lecture Hours: 3****Lab/Clinical/Internship Hours: 0****Required Materials**

- Gregg College Keyboarding and Document Processing, Lessons 1-120, Main Text + GDP 11e by Ober ISBN 9781264013517 Online software with Student Registration Card and Easel. If student has used textbook, Student Registration Card may be purchased with ISBN 9780077319441 through bookstore or on GDP website.
- Word 365/2019 Manual available online at GDP for no charge. May purchase a Word 365/2019 Manual. ISBN TBD for this Custom Manual.
- One 512 MB (or higher) Flash Drive.
- Small stapler

**The following supplementary materials are available:**

Gregg Reference Manual

**Course Outcomes**

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

- a. Use Word 2019 proficiently.
- b. Format reports with special features.
- c. Format tables with special features.
- d. Format correspondence with special features.
- e. Complete In-Basket Reviews.
- f. Improve language arts skills.
- g. Proofread and correct errors.
- h. Identify and use proofreaders' marks.
- i. Develop keyboarding composing skills.

**Topical Description**

<b>Wk</b>	<b>Lessons</b>	<b>Quizzes/Tests</b>	<b>Notes</b>
1	Introduction & Course Syllabus		Activate GDP11 Software Create Account
2	GDP Lessons 21 & 22		
3	GDP Lessons 23 & 24		
4	26, 27, 28, 29		
5	30, 31, 32, 33		
6	34, 35, 36, 37		
7	38, 39, 40, 41	<b>Test 1 Lessons 26-33</b>	
8	42, 43, 44, 45		
9	46, 49, 50, 66	<b>Test 2 Lessons 34-41</b>	
10	67, 68, 69, 70		
11	76, 77, 78, 79	<b>Test 3 Lessons 42-66</b>	
12	80, 51, 52, 54		
13	56, 57, 58, 59	<b>Test 4 Lessons 67-79</b>	
14	Exam Review	<b>Test 5 Due</b>	<b>All Corrections and Revisions Due!!!</b>
15	<b>FINAL EXAM</b>	<b>Parts I, II, &amp; III</b>	
16	<b>FINAL EXAM</b>	<b>Parts IV &amp; V</b>	

**Notes to Instructors**