**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, Kit 1, Lessons 1-60, Main Text + GDP 11e by Ober ISBN 9780077956431 Online software with Student Registration Card and Easel. If student has used textbook, Student Registration Card may be purchased with ISBN 9780077319441.*

**Other Required Materials:**

* Companion Trainer Combo with Keyboard Trainer and Keyboard Companion (book stand and keyboard cover) Can purchase in bookstore or from **PUBLISHER: Plastic Perfection (**[**https://www.plasticperfection.com/typing-combo/**](https://www.plasticperfection.com/typing-combo/)**)**
* In addition to a windows-based computer, Microsoft Office 2019/365 ([VWCC free full online version located here](http://office.vccs.edu/)) is required to complete these courses. Chromebooks and Apple MacBooks are not compatible with the software required in these courses. Note: AST/ITE courses are required in all [Business and Professional Services programs](https://www.virginiawestern.edu/academics/businessprofessional.php) and ITE 115 is a required course in almost all Virginia Western transfer programs.
* 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**

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| **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, do not do formatting and word processing exercises.***  ***On Lesson 21D, to print to show 0 errors, click Next until you are on the last screen. Print the last screen only.***  ***NOTE: For all Language Arts, expand to show 0 errors. If 0 errors does not show up, click details 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