**Virginia Western Community College**

**AST 113**

**Keyboarding For Speed and Accuracy**

**Prerequisites**

AST 101 or equivalent

**Course Description**

Focuses on improving keyboarding speed and accuracy through assigned exercises that diagnose problem areas. Emphasizes increased productivity through improved speed and accuracy.

**Semester Credits: 1 Lecture Hours: 1 Lab/Clinical/Internship Hours: 0**

**Required Materials**

**Textbook:** Paradigm Keyboarding I: 1-60(w/Online Lab Access code)

Edition: 7th Author: Mitchell Publisher: EMC Paradigm/ order from Kendall Hunt

Copyright Year: 2020 ISBN: 9780763889012

**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/>**)**
* 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.
* Three folders for organizing handouts, graded work, and pending work
* Easel

**Course Outcomes**

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

* Use the diagnostic tools to analyze your errors and key prescribed drills to improve your skill.
* Type for five minutes from straight-copy material with no more than five errors.
* Type for five minutes from straight-copy material with an increase in GWAM (gross words a minute) and NWAM (net words a minute).
* Analyze errors.
* Type rhythmically.
* Use correct typing techniques:
type by touch (eyes on copy--the book or other printed material)
proper typing posture
correct hand and finger placement on the keys
* Proofread accurately.
* Improve organizational skills and the ability to follow directions.

AST-113: Keyboarding Speed & Accuracy

16-Week Course:

 First Day of Class

Analyzing Errors

Syllabus Review

Paradigm Set-Up

Pre-Test Timing 1

 Module 1 Due

Sessions 1 & 2

Pre-Test Timing 3

Pre-Test Timing 5

 Module 2 Due

Sessions 3 & 4

Pre-Test Timing 4

Pre-Test Timing 6

 Module 3 Due

Sessions 5 & 6

Timing 28.5

 Module 4 Due

Sessions 7 & 8

Timing 29.3

Timing 29.4

 Module 5 Due

Sessions 9 & 10

Timing 29.5

Timing 30.5

 Module 6 Due

Sessions 11 & 12

Timing 53.3

Timing 53.4

 Module 7 Due

Sessions 13 & 14

Timing 54.3

Timing 54.4

 Module 8 Due

Sessions 15 & 16

Timing 55.3

Timing 55.4

 Module 9 Due

Sessions 17 & 18

Timing 56.3

Timing 56.4

 Module 10 Due

Sessions 19 & 20

Timing 57.3

Timing 57.4

 Module 11 Due

Sessions 21 & 22

Timing 58.3

Timing 58.4

 Module 12 Due

Sessions 23 & 28

Timing 59.3

 Module 13 Due

Sessions 29 & 30

Timing 60.2

 Module 14 Due

Sessions 31, 32, and 33

Post-Test Timing 5

Post-Test Timing 6

**Notes to Instructors**

1. Handouts include:
	1. Misstroke Analysis handouts
	2. Logon instructions
	3. Student Registration Guide
	4. Printing instructions