

Revised Fall 2016

AST 113/AST 195 KEYBOARDING FOR SPEED/ACCURACY

COURSE OUTLINE

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.

Course Objective:

This course provides an individualized diagnostic and prescriptive method for developing accuracy and speed. Assigned lessons include a diagnostic tool (MAP: Misstroke Analysis and Prescription) built into the software to analyze errors and prescribe drills to improve skill.

Semester Credits: 1 Lecture Hours: 1 Lab/Recitation Hours: 0

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Course Outcomes

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

- Use the diagnostic tool MAP (Misstroke Analysis and Prescription) 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.

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Required Materials:

Required:

Internet access

McGraw-Hill Internet Resource Center is www.mhhe.com/isak

Web-based software is <https://viriniawestern.mhisak.com>

Easel

Three folders for organizing handouts, graded work, and pending work

Textbook:

Improving Speed & Accuracy in Keyboarding, Ober (Includes an Online Software Registration Card for ISAK). ISBN: 9780077804749

The following supplementary materials are available:

1. Stapler
2. Pencil sharpener

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AST 113/195-N1 TENTATIVE CALENDAR
Spring 2016

Date	Lessons	Timed Writings	Notes
2/16	Syllabus Analyze Errors Log onto ISAK Lesson 1		Complete 2 times
2/23	Lessons 2, 3, 4	TW 1	Complete 2 times each
3/1	Lessons 5, 6, 7, 8	TW 2, 3	From now on, complete each lesson 1 time each
3/6-3/13	Spring Break		Possible makeup if too many days missed for inclement weather
3/15	Lessons 9, 10, 11, 12	TW 4, 5	
3/22	Lessons 13, 14, 15, 16	TW 6, 7	
3/29	Lessons, 17, 18, 19, 20	TW 8, 9	Error Analysis Quiz #1
4/5	Lessons 21, 22, 23, 24	TW 10, 11	4/7/16 Last day to withdraw with a W
4/12	Lessons 25, 26, 27, 28	TW 12, 13	Error Analysis Quiz #2
4/19	Lessons 29, 30	TW 14, 15	
4/26	Extra Timings		
5/3	4:30-5:45 p.m.		EXAM
*If class is canceled due to inclement weather, be prepared to do extra lessons each week until we get caught up.			
**Homework assigned one week is due at the beginning of class the following week.			

