

AST 101 KEYBOARDING I

COURSE OUTLINE

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.

Course Objectives:

- a. Type the letter, number, and symbol keys by touch, using correct techniques.
- b. Type at least 35 gross words a minute on a 3-minute timed writing with no more than 5 errors ***without watching your hands***.
- c. Improve language arts skills by developing proofreading skills; correctly using capitals, commas, apostrophes, and numbers; and developing composing and spelling skills.

Semester Credits: 3 Lecture Hours: 3 Lab/Recitation Hours: 0



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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.



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Required Materials:

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.); small stapler

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.)

The following supplementary materials are available:

- 1.
- 2.
- 3.

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Topical Description:

AST 101 CALENDAR

Date	Lessons	Tests	Notes
Week 1	Orientation		Create GDP Account
Week 2	1, 2		Key lessons at least 3 times.
Week 3	3, 4		Key lessons at least 2 times.
Week 4	5, 6		Key lessons at least 2 times.
Week 5	7, 8	TW Ck 1 1 min.	Key lessons at least 2 times.
Week 6	9, 10	TW Ck 2 1 min.	Key lesson at least 3 times.
Week 7	11, 12, 13	TW Ck 3 1 min.	Key lessons at least 1 time from this point forward.
Week 8	14, 15, 16	TW Ck 4 2 min.	
Week 9	17, 18, 19	TW Ck 5 2 min.	
Week 10	20, 21, 22, 23	TW Ck 6 2 min.	Beginning with Lesson 21, do not do formatting and word processing exercises.
Week 11	24, 25, 26, 27, 28	TW Ck 7 3 min.	
Week 12	29, 30, 31, 32, 33	TW Ck 8 3 min.	Start 3-min. timings for final grade.
Week 13	34, 35, 36, 37, 38		3-min. timings for final grade
Week 14	39, 40, 41, 42, 43		3-min. timings for final grade
Week 15	44, 45 Numeric Keypad		3-min. timings for final grade
Week 16	EXAM (See exam schedule)		TBA

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Notes to Instructors

(List information about optional topics, departmental exams, etc.)

- 1.
- 2.
- 3.
- 4.

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