

Revised Fall 2016

# **AST 114**

## **KEYBOARDING FOR INFORMATION PROCESSING**

### **COURSE OUTLINE**

#### **Prerequisites:**

None

#### **Course Description:**

Teaches the alphabetic and numeric keys: develops correct techniques and competency in the use of computer keyboards. May include basic correspondence and report formats.

#### **Course Objectives**

The student will be able to key alphabetic copy by touch at a minimum of 20 (D) gross words per minute with no more than 5 errors on a two-minute timed writing using correct fingering. Students will learn to key numeric and symbol keys while demonstrating proper techniques and posture.

**Semester Credits: 2 Lecture Hours: 2 Lab/Recitation Hours: 0**

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## Course Outcomes

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

- Key alphabetic copy by touch at a minimum of 20 (D) gross words per minute with no more than 5 errors on a two-minute timed writing using correct fingering.
- Key numeric copy by touch using the top-row keys.
- Key symbols on the top row with only limited visual help.
- Demonstrate proper keyboarding techniques.
- Use the complete computer system—keyboard, monitor, and printer.
- Understand basic computer terminology.

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Required Materials:

*Gregg College Keyboarding and Document Processing, 11th Edition, Lessons 1-20 Kit; Ober, Johnson, Rice, Hanson; McGraw-Hill Publishing Co. Small stapler.*

Textbook:

*Gregg College Keyboarding and Document Processing, 11th Edition, Lessons 1-20 Kit; Ober, Johnson, Rice, Hanson; McGraw-Hill Publishing Co. ISBN: 9780077377141.  
(Comes packaged with textbook, online registration card, and easel.)*

The following supplementary materials are available:

- 1.
- 2.
- 3.

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Topical Description:

<b>Week of</b>	<b>Lessons</b>	<b>Tests</b>	<b>Notes</b>
<b>Week 1</b>	<b>Syllabus</b>		<b>Introduction to Home Row, Syllabus</b>
<b>Week 2</b>	<b>Lesson 1</b>		<b>Key lesson three times. Concentrate on technique.</b>
<b>Week 3</b>	<b>Lesson 2</b>		<b>Key lesson at least two times.</b>
<b>Week 4</b>	<b>Lesson 3</b>		<b>Key lesson at least two times.</b>
<b>Week 5</b>	<b>Lesson 4</b>		<b>Key lesson at least two times.</b>
<b>Week 6</b>	<b>Lesson 5</b>	<b>TW Check</b>	<b>Key Lesson 5 at least <u>three</u> times. Alphabet and technique check in class.</b>
<b>Week 7</b>	<b>Lessons 6, 7</b>	<b>TW Check</b>	<b>Key each lesson at least two times.</b>
<b>Week 8</b>	<b>Lessons 8, 9</b>	<b>TW Check</b>	<b>Key each lesson at least two times.</b>
<b>Week 9</b>	<b>Lesson 10</b>	<b>TW Check</b>	<b>Key Lesson 10 at least <u>three</u> times.</b>
<b>Week 10</b>	<b>Lessons 11 &amp; 12</b>	<b>TW Check</b>	<b>Key each lesson at least two times from this lesson forward.</b>
<b>Week 11</b>	<b>Lessons 13 &amp; 14</b>	<b>TW Check</b>	
<b>Week 12</b>	<b>Lessons 15 &amp; 16</b>	<b>TW Test</b>	
<b>Week 13</b>	<b>Lessons 17 &amp; 18</b>	<b>TW Test</b>	
<b>Week 14</b>	<b>Lessons 19 &amp; 20</b>	<b>TW Test</b>	
<b>Week 15</b>	<b>TW Practice</b>	<b>TW Test</b>	<b>Skill-Building practice for timings. Ten-key practice.</b>
<b>Week 16</b>	<b>EXAM</b>		<b>See exam schedule</b>

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Notes to Instructors

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

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

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