

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:

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

Other Required Materials:

- 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

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.

Topical Description

Tuesday 8:00 – 8:50 p.m. M306

Abbatello

AST 113 CALENDAR			
Week	Lessons	Timed Writings	Notes
1	Syllabus Analyze Errors		
2	Log onto ISAK Lesson 1		Complete 2 times
3	Lessons 2, 3	TW 1	Complete 2 times each
4	Lessons 4, 5	TW 2	From now on, complete each lesson 1 time each
5	Lessons 6, 7	TW 3	
6	Lessons 8, 9	TW 4	
7	Lessons 10, 11	TW 5	Error Analysis Quiz #1
8	Lessons 12, 13	TW 6	
9	Lessons 14, 15, 16	TW 7	10/22 Last day to withdraw with a W Error Analysis Quiz #2
10	Lessons 17, 18, 19	TW 8	
11	Lessons 20, 21, 22	TW 9	
12	Lessons 23, 24, 25	TW 10	
12	Lessons 26, 27, 28	TW 11	
	HOLIDAY NO CLASS		

14	Lessons 29, 30	TW 12	
15	<i>ALL HOMEWORK IS DUE TODAY</i>	TW 13	
16	8:00 - 8:50 p.m.		EXAM
*If class is canceled due to inclement weather, be prepared to do an extra lesson each week until we get caught up.			
**Homework assigned one week is due at the beginning of class the following week.			

Notes to Instructors

- none