

**Virginia Western Community College**  
**AST 102**  
**Keyboarding II-Windows**

**Prerequisites**

AST 101

**Course Description**

Develops keyboarding and document production skills with emphasis on preparation of specialized business documents. Continues skill-building for speed and accuracy.

**Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0****Required Materials****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.).*

OR

*Student's May Purchase a Used textbook:*

*Gregg College Keyboarding and Document Processing, Lessons 1-120, 11th Ed., Kit 3, Word 2013 ISBN 007782573X*

*AND Purchase a New 2016 Word Manual:*

*Microsoft Word 2016 Manual, Ober, ISBN: 9781259907937*

*AND, if needed, a new GDP software registration code through the bookstore or GDP website.*

**Other Required Materials:**

- small stapler
- one 512 MB (or higher) Flash Drive

The following supplementary materials are available:

*Gregg Reference Manual*

## Course Outcomes

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

- Use Word 2016 proficiently.
- Format tables, reports with special features.
- Format correspondence with special features.
- Complete In-Basket Reviews.
- Improve language arts skills.
- Proofread and correct errors
- Identify and use proofreaders' marks.
- Develop keyboarding composing skills.

## Topical Description

<b>Wk</b>	<b>Lessons</b>	<b>Quizzes/Tests</b>	<b>Notes</b>
1	Introduction & Course Syllabus		Activate GDP11 Software/Create Account
2	GDP Lessons 21 & 22		
3	GDP Lessons 23 & 24		
4	26, 27, 28, 29		
5	30, 31, 32, 33		
6	34, 35, 36, 37		
7	38, 39, 40, 41	<b>Test 1 Les. 26-33</b>	
8	42, 43, 44, 45		
9	46, 49, 50, 66	<b>Test 2 Les. 34-41</b>	
10	67, 68, 69, 70		

11	76, 77, 78, 79	<b>Test 3 Les. 42-66</b>	
12	80, 51, 52, 54		
13	56, 57, 58, 59	<b>Test 4 Les. 67-79</b>	
14	Exam Review	<b>Test 5 Due</b>	<b>All Corrections/Revisions Due!!!</b>
15	<b>FINAL EXAM</b>	<b>Parts I, II, &amp; III</b>	
16	<b>FINAL EXAM</b>	<b>Parts IV &amp; V</b>	

### **Notes to Instructors**

- none