

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: New textbook adoption will occur in Spring 2021; To be determined

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

Other Required Materials:

- In addition to a windows-based computer, Microsoft Office 2019/365 ([VWCC free full online version located here](#)) is required to complete these courses. Chromebooks and Apple MacBooks are not compatible with the software required in these courses. Note: AST/ITE courses are required in all [Business and Professional Services programs](#) and ITE 115 is a required course in almost all Virginia Western transfer programs.
- Three folders for organizing handouts, graded work, and pending work
- Easel

Course Outcomes

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

- Use the diagnostic tools 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: May be changed in Spring 2021 after adoption of a new textbook.

Lessons	Timed Writings	Notes
Syllabus Analyze Errors		
Lesson 1		Complete 2 times
Lessons 2, 3	TW 1	Complete 2 times each
Lessons 4, 5, 6, 7	TW 2	From now on, complete each lesson 1 time each
Lessons 8, 9, 10, 11	TW 3	
Lessons 12, 13, 14, 15	TW 4	Error Analysis Quiz #1
Lessons 16, 17, 18, 19	TW 5	
Lessons 20, 21, 22, 23	TW 6	Error Analysis Quiz #2
Lessons 24, 25, 26, 27	TW 7	
Lessons 28, 29, 30	TW 8	
ALL HOMEWORK DUE TODAY	TW 9	
	TW 10	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

1. Handouts include:
 - a. Misstroke Analysis handouts
 - b. Logon instructions
 - c. Student Registration Guide
 - d. Printing instructions