

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

Site license of Typing.com purchased for student use. No additional textbook required.

Other Required Materials:

Access to a personal computer and internet are required for this online course. For information on the required minimum computer specifications visit: <https://www.viriniawestern.edu/online/computer-access/> This course may require proctored testing as described in the course syllabus. A student may request an alternative proctoring method, but the student will be responsible for any additional fees associated with the alternative method.

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.

Tentative Outline TBD

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Notes to Instructors

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