Virginia Western Community College
AST 101
Keyboarding I

Prerequisites

Course Description

Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports, and tabulation.

Semester Credits: 3 Lecture Hours: 3 Lab/Clinical/Internship Hours: 0

Required Materials

Textbook:

Gregg College Keyboarding and Document Processing, Kit 1, Lessons 1-60, Main Text + GDP 11e by Ober ISBN 9780077956431 Online software with Student Registration Card and Easel. If student has used textbook, Student Registration Card may be purchased with ISBN 9780077319441.

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.virginiawestern.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. In addition to a windows-based computer, Microsoft Office 2019/365 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 152 is a required course in almost all Virginia Western transfer programs.

Course Outcomes

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

A. Type the letters, numbers, and symbols by touch.
B. Use correct posture and techniques.
C. Type at least 35 gross words a minute on a 3-minute timed writing with no more than 5 errors **without watching your hands**.
D. Develop proofreading skills; correctly using capitals, commas, apostrophes, and numbers.
E. Develop composing and spelling skills.

Topical Description (This is an example. May vary for 8-week or 16-week courses.)

Lessons	TW Tests
Syllabus Review Software Registration New Lessons: 1 - 3	
New Lessons: 4 - 8	
New Lessons: 9 - 14	TW Ck 1 and 2 1-min. timed writings
New Lessons: 15 - 22	TW Cks 3/4 1-min
New Lessons: 23 – 28 10-key Lesson	TW Cks 5/6 2 min.
New Lessons: 29 – 36 File Management Business Report	Timed Writings
New Lessons: 37 – 40 Lessons 41 – 45 are extra credit. Letter formatting Table Formatting (From Lesson 36)	Timed Writings

Final Exam Timed Writings	Timed Writings

Notes to Instructors

- None

[ADA Statement](#) (PDF)

[Title IX Statement](#) (PDF)