

Virginia Western Community College
AST 102
KEYBOARDING II

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**

- Gregg College Keyboarding and Document Processing, Lessons 1-120, Main Text + GDP 11e by Ober ISBN 9781264013517 Online software with Student Registration Card and Easel. If student has used textbook, Student Registration Card may be purchased with ISBN 9780077319441 through bookstore or on GDP website.
- Word 365/2019 Manual available online at GDP for no charge. May purchase a Word 365/2019 Manual. ISBN TBD for this Custom Manual.
- One 512 MB (or higher) Flash Drive.
- Small stapler

The following supplementary materials are available:

Gregg Reference Manual

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

- a. Use Word 2019 proficiently.
- b. Format reports with special features.
- c. Format tables with special features.
- d. Format correspondence with special features.
- e. Complete In-Basket Reviews.
- f. Improve language arts skills.
- g. Proofread and correct errors.
- h. Identify and use proofreaders' marks.
- i. Develop keyboarding composing skills.

Topical Description

Wk	Lessons	Quizzes/Tests	Notes
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	Test 1 Lessons 26-33	
8	42, 43, 44, 45		
9	46, 49, 50, 66	Test 2 Lessons 34-41	
10	67, 68, 69, 70		
11	76, 77, 78, 79	Test 3 Lessons 42-66	
12	80, 51, 52, 54		
13	56, 57, 58, 59	Test 4 Lessons 67-79	
14	Exam Review	Test 5 Due	All Corrections and Revisions Due!!!
15	FINAL EXAM	Parts I, II, & III	
16	FINAL EXAM	Parts IV & V	

Notes to Instructors

[ADA Statement](#) (PDF)

[Title IX Statement](#) (PDF)