

# 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**

Typing.com used. 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:**

- 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).
- 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

## AST-113: Keyboarding Speed & Accuracy

### **Notes to Instructors**

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

[ADA Statement](#) (PDF)

[Title IX Statement](#) (PDF)