

# Virginia Western Community College

## AST 101

### Keyboarding I

#### Prerequisites

none

#### 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. Demonstrate document formatting ability.

**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 – 20, 22	TW Cks 3/4 1-min
New Lessons: 24, 26, 28 File Management 10-key Lesson Letter formatting	TW Cks 5/6 2 min.
New Lessons: 30, 32, 34, 36	Timed Writings
New Lessons: 38, 40 Table Formatting (From Lesson 36)/ Business Report Quiz	Timed Writings
<b>Final Exam Timed Writings</b>	Timed Writings

**Notes to Instructors**

- None

[ADA Statement \(PDF\)](#)

[Title IX Statement](#) (PDF)