

Virginia Western Community College
AST 113
Keyboarding for Speed & Accuracy

Prerequisites

AST 101 (or equivalent)

Course Description

This course focuses on improving keyboarding speed and accuracy through assigned exercises that diagnose problem areas. Emphasis is placed on increasing productivity through improved speed and accuracy

Semester Credits: 1 Lecture Hours: 1 Lab/Clinical/Internship Hours: 0

Required Materials

Textbook:

None

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 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](#)

[Topical Description](#)

Course Outcomes

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

1. Key prescribed activities to improve your skill and accuracy.
2. Type for five minutes from straight-copy material with no more than five errors.
3. Type for five minutes from straight-copy material with an increase in GWAM (gross words a minute).
4. Analyze errors.
5. Type rhythmically.
6. 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
7. Improve organizational skills and the ability to follow directions.
8. Proofread accurately.

Topical Description

Lessons	Timed Writings & Final Exam
Professor & Student Introductions Identity Verification Assignment Typing.com Setup & Tips and Tricks Analyzing Typing Errors	Pre-Test Timings 1 to 6
<u>Beginner Lessons:</u> Wrap Up Assessment	Typing Test: 1-Minute Test Typing Test: 1-Page Test Typing Test" 2-Page Test Typing Test: 3-Minute Test Typing Test: 3-Page Test
<u>Intermediate Lessons:</u> Common English Words Easy Home Row Words Easy Top Row Words Easy Bottom Row Words Basic Punctuation Quick Sentences Short Paragraphs Wrap-Up Assessment	
<u>Advanced Lessons:</u> Skill Builder Accuracy Focus Numbers Letters Numbers Wrap Up Assessment	
<u>Reinforcement Lessons:</u> Common Medical Terms Jokes & Laughs Interesting Facts Strange Laws Paragraph Practice Alpha Data Entry Alphanumeric Data Entry	
Final Exam – Post Test Timings (Completed during Zoom Session)	

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

[Title IX Statement \(PDF\)](#)