

# 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.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.

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**

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

[ADA Statement](#) (PDF)

[Title IX Statement](#) (PDF)