

SYLLABUS

DIVISION: Business and Engineering Technology

REVISED: Fall 2014

CURRICULA IN WHICH COURSE IS TAUGHT: Administrative Support Technology

COURSE NUMBER AND TITLE: **AST 101**—Keyboarding I
 AST 103—Keyboarding I Laboratory

CREDIT HOURS: 3 **HOURS/WK LEC:** 2 **HOURS/WK LAB:** 2 **LEC/LAB COMB:** 4

I. CATALOG DESCRIPTION: AST 101—Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports, and tabulation. AST 103—Provides supplemental instruction in AST 101.

II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES:

- Demonstrate knowledge of various administrative support functions to perform satisfactorily in an office environment
- Demonstrate proficiency in using word processing software to accurately format a variety of business correspondence.
- Communicate effectively orally and in writing
- Key with a level of speed and accuracy acceptable to perform satisfactorily to industry standards.

III. REQUIRED BACKGROUND/PREREQUISITIES:

- If developmental studies are needed: MTE 1, MTE 2, ENF 1C

IV. COURSE CONTENT:

- Developing Keyboarding Skill
- Developing Acceptable Keyboarding Speed and Accuracy
- Developing Proper Keyboarding Technique
- Formatting and Word Processing Essentials

V. THE FOLLOWING GENERAL EDUCATION OBJECTIVES WILL BE ADDRESSED IN THIS COURSE (Place X by all that apply)

<u> X </u> Communication	<u> X </u> Critical Thinking
<u> </u> Cultural and Social Understanding	<u> X </u> Information Literacy
<u> </u> Personal Development	<u> X </u> Quantitative Reasoning
<u> </u> Scientific Reasoning	

VI. LEARNER OUTCOMES

VII. EVALUATION

Learning to Use the Online Version of Keyboarding Pro <ul style="list-style-type: none">• Navigate and use Keyboarding Pro Online	Evaluation method Classroom observation Online reports
Learning the Alphabetic Keys <ul style="list-style-type: none">• Navigate the use of the keyboard• Formatting Characters• Aligning and Indenting Paragraphs• Customizing Paragraphs• Proofing Documents	Evaluation method Lab exercises Written Tests Online exams (skills, objective, performance evaluations)
Learning the Figure and Symbol Keys <ul style="list-style-type: none">• Formatting Pages• Customizing Page Formatting• Inserting Elements and Navigating in a Document• Maintaining Documents• Managing and Printing Documents	Evaluation method Lab exercises Online exams (skills, objective, performance evaluations)
Learning and Demonstrating Proper Keyboarding Technique <ul style="list-style-type: none">• Keeping eyes on copy• Keeping fingers curved and upright over keys• Sitting erect• Quick continuous keystroking• Utilizing shift keys properly• Using the enter key properly• Correct fingering• Forearms parallel to keyboard; not touching desktop	Evaluation method Teacher observation
Learning the Essentials of MicroSoft Word 2013 <ul style="list-style-type: none">• Inserting Images• Using Shapes, WordArt, and Advanced Character Formatting• Creating Tables• Enhancing Tables• Creating Charts	Evaluation method Lab exercises Word Processing Application Tests Online exams (skills, objective, performance evaluations) Portfolio
Formatting Memorandums and Letters <ul style="list-style-type: none">• Merging Documents• Managing Lists• Sorting and Selecting; Finding and Replacing Data• Managing Page Numbers, Headers, and Footers• Managing Shared Documents	Evaluation method Lab exercises Word Processing Application Tests Online exams (skills, objective, performance evaluations) Portfolio
Formatting Tables <ul style="list-style-type: none">• Inserting and Customizing Quick Parts• Customizing AutoCorrect and Word Options• Customizing Themes• Creating and Managing Styles• Protecting, Preparing, and Sharing Documents	Evaluation method Lab exercises Word Processing Application Tests Online exams (skills, objective, performance evaluations) Portfolio

Formatting Reports <ul style="list-style-type: none"> • Inserting, Endnotes, Footnotes, and References • Creating Indexes • Creating Specialized Tables • Creating Forms • Using Outline View and Formatting with Macros 	Evaluation method Lab exercises Word Processing Application Tests Online exams (skills, objective, performance evaluations) Portfolio
Working with Graphics <ul style="list-style-type: none"> • Pictures and Online Pictures • SmartArt and WordArt • Documents with Columns 	Evaluation method Lab exercises Word Processing Application Tests Online exams (skills, objective, performance evaluations) Portfolio