

## SYLLABUS

**DIVISION:** Business and Engineering Technology

**REVISED:** Fall 2014

**CURRICULA IN WHICH COURSE IS TAUGHT:** Administrative Support Technology

**COURSE NUMBER AND TITLE:** AST 113—Keyboarding for Speed and Accuracy

**CREDIT HOURS:** 1 **HOURS/WK LEC:** 0 **HOURS/WK LAB:** 2 **LEC/LAB COMB:** 2

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**I. CATALOG DESCRIPTION:** Focuses on improving keyboarding speed and accuracy through assigned exercises that diagnose problem areas. Emphasizes increased productivity through improved speed and accuracy.

**II. RELATIONSHIP OF THE COURSE TO CURRICULA OBJECTIVES:**

- Demonstrate knowledge of various administrative support functions to perform satisfactorily in an office environment
- Key with a level of speed and accuracy acceptable to perform satisfactorily to industry standards.

**III. REQUIRED BACKGROUND/PREREQUISITIES:**

- If developmental studies are needed: ENF 1C
- AST 101—Keyboarding I or equivalent

**IV. COURSE CONTENT:**

- Developing Acceptable Keyboarding Speed and Accuracy
- Reinforcing Proper Keyboarding Technique

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

☐ Communication

☐ Critical Thinking

☐ Cultural and Social Understanding

☒ Information Literacy

☐ Personal Development

☐ Quantitative Reasoning

☐ Scientific Reasoning

## VI. LEARNER OUTCOMES

## VII. EVALUATION

<b>Learning to increase speed and accuracy</b> <ul style="list-style-type: none"><li>• Navigate and use speedbuilding software</li></ul>	<b>Evaluation method</b> Classroom observation <b>Software reports</b>
<b>Demonstrate proper typing technique</b> <ul style="list-style-type: none"><li>• Keeping eyes on copy</li><li>• Keeping fingers curved and upright over keys</li><li>• Sitting erect</li><li>• Quick continuous keystroking; finger hugging keys</li><li>• Utilizing shift keys properly</li><li>• Using the enter key properly</li><li>• Correct fingering</li><li>• Forearms parallel to keyboard; not touching desktop</li></ul>	<b>Evaluation method</b> Teacher observation
<b>Increase Speed and Accuracy</b> <ul style="list-style-type: none"><li>• Performing weekly practice sessions created by software driven prescriptions designed to address student's keying weaknesses</li><li>• Typing for five minutes from straight-copy material, with no more than five errors and a minimum for 40 GWAM on all timings</li><li>• Typing for five minutes from straight-copy material, with zero or one errors and a minimum for 40 GWAM on all timings</li></ul>	<b>Evaluation method</b> Weekly pre-tests and post-tests demonstrating increased GWAM  Five-minute timed writings  Five-minute timed writings (Honor Roll Papers)