J. Sargeant Reynolds Community College
Course Content Summary

Course Prefix and Number: AST 101
Credits: 3

Course Title: Keyboarding I

Course Description (including lecture hours, lab hours, total contacts)
Teaches the alpha/numeric keyboard with emphasis on correct techniques, speed, and accuracy. Teaches formatting of basic personal and business correspondence, reports and tabulation using a software package. Lecture 3 hours per week.

General Course Purpose
Develop keyboarding skill and format basic business documents
Required for the Administrative Support Technology Certificate

Course Prerequisites/Corequisites (Entry-level competencies required for enrollment)
None

Course Objectives (Each item should complete the following sentence.)
Upon completing the course, the student will be able to:
a. Key the alphabet, figure, and symbol keys by touch.
b. Enter and edit text.
c. Format business documents:
   Letters, tables, reports, memos, e-mail, and newsletters.
d. Key at least 30 words a minute on three 3-minute timed writings.
e. Complete all tests with at least a passing grade.

Major Topics to be Included
Developing Keyboarding Skill
Word Processing
Business Correspondence
Reports
Tables
Graphics
Internet Activities

Effective Date of Course Content Summary (Month, Date Year): August 2008