

**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