

Prepared by the Department of Business

Date of Departmental Approval: March 5, 2007

Date approved by Curriculum and Programs: April 9, 2007

Effective: Fall 2007

1. **Course Number:** GIT101  
**Course Title:** Typing I
2. **Course Description:** This course is designed to help students master the microcomputer keyboard, develop speed and accuracy, and prepare basic business documents.
3. **Student Learning Outcomes (instructional objectives; intellectual skills):** Upon successful completion of this course, students are able to do the following:
  - Demonstrate proper keyboarding techniques
  - Master the keyboard
  - Demonstrate keyboarding accuracy
  - Increase keyboarding speed
  - Produce business documents using word processing software
  - Apply grammar skills
  - Demonstrate word processing formatting skills
  - Demonstrate time management skills
4. **Credits:** 3 credits
5. **Satisfies General Education Requirement:** No
6. **Prerequisite(s):** No
7. **Semester(s) Offered:** Fall, Spring
8. **Suggested General Guidelines for Evaluation:**  
The course evaluation is based on the following: keyboard/production Sessions, three-minute timed writings, language arts/thinking drills, and the final project.
9. **General Topical Outline (Optional):**

Keyboarding Skills	Word Processing Skills
Introduction to Keyboarding, the keyboard and lab environment	
Home Row, Space Bar, Enter,	Create, Open , Print
Right Shift, H, E	Backspace, Overtyping, Delete, Mouse
Period, T, Comma, Caps Lock	
N, Left Shift, Colon	Delete, Backspace, Overtyping, and Insert
I, G	Tab and Word Wrap
Review keys from Sessions 1-5	
P, R, ?	Viewing Report
M, V	
O, B, W	
Review keys from Sessions 1-9	
U, Z, C	
Y, X, Q	
Review keys from Sessions 1-12	
Numeric keys 1, 2, 3	Saving, printing, closing, deleting
Numeric keys 4, 5, 6	

Numeric keys 7, 8, 9 0, Comma, Decimal	
Number Patterns	Using preset tabs
10 key Numeric pad (optional)	
Hyphen, Dash, Underscore	Hyphenation and words using dashes
Apostrophe, Quotation Marks	
\$, #, &, ! keys	
*, %, [], () keys	
@, =, +, - keys	
/, <, >, ^, \ keys	
Alphabetic Review with Timings	
Proofreading	Spell Check, paragraphs
Compose: Word response	
Phrase/Sentence response	
Sentence/Paragraph response	
Memos & e-mail	Alignment, indents, selecting text
Production	Memos, e-mail
Personal Business Letters	Centering
Business Letters	Bullets
Business Letters	Margins
Business Letters	Selecting, cutting, copying, pasting
Business Letters	Search and replace
Two page business letters	Page breaks, Numbered paragraphs
Alphabetic Review with Timings	
Letters of Application, Resume	
Letter Review, Progress Check	
Reinforcement Sessions 1 - 12	
Alphabetic Review with Timings	