

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:** GIT102
Course Title: Computer Keyboarding
2. **Description:** Learn to touch-type correctly on a microcomputer. Attention is given to developing accuracy and, as time permits, increasing speed. Hands-on preparation of a letter and a research paper are included.
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
 - Demonstrate keyboarding accuracy
 - Increase keyboarding speed
 - Produce business and academic documents using word processing software
 - Apply grammar skills
 - Demonstrate word processing formatting skills
 - Demonstrate time management skills
4. **Credit:** 1 credit
5. **Satisfies General Education Requirement:** No
6. **Prerequisite:** None
7. **Semester(s) Offered:** Fall, Spring
8. **Suggested General Guidelines for Evaluation:** This is a one-credit Pass/Fail course. A passing grade is earned by timely completion of all assigned exercises with at least 3 scores over 20 words per minute and four word processing assignments. Logic and language skills are introduced, reinforced, and developed in this course. Any student not meeting the 20 WPM speed at the end of the course may continue to work independently and submit weekly progress reports until the end of the semester.
9. **General Topical Outline (Optional):**
Students learn the QWERTY keyboard, do speed and accuracy building drills, and produce a letter, a memo, and a report.