CAPS 100 – Keyboarding for Computers
Course Outline
Fall 2022 – 20 weeks; Credit Hours: 1

Concurrent Enrollment at McGraw High School

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Office Hours/Planning: M – F, Period 1, 3

Attendance Policy:
To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.

Services for Students with Disabilities:
It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.

Course Description:
Covers the touch-keying system of inputting the alphabet, numbers, and symbols with speed and accuracy. Basic m

Machine operation of the microcomputer is covered. Students may not receive credit for both OFFC 101 and CAPS 100 toward their degree program. Prerequisite: prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Occasionally.

Course Context/Audience
This is an introductory course in keyboarding and can be used as a CAPS elective in a variety of programs. CAPS electives are required in most degree programs and can be acceptable as a transfer computer application course.

Basic Skills/Entry Level Expectations
Writing:	W0	Course requires very limited or no writing.
Math:	M0	Course requires very little or no math.
Reading:	R1	Course may be taken concurrently with RDNG 099.

Course Goals
Upon successful completion of this course, the student will be able to:
1. Input information using the touch system on the keyboard.
2. Input straight-copy information at a minimum speed of 24 wpm for two minutes with a maximum of five errors.

3. Demonstrate his/her knowledge and ability to use the basic machine operations of a personal computer, including storing and retrieving documents.

Course Objectives/Topics

Objective/Topic	% Course
Alpha Keys (A-Z)	50%
Numeric Keys/KeyPad/Symbol Keys	20%
Project Application and Mastery Projects	30%

I. COURSE CONTENT
  A. Keyboard Readiness
    1. Basic Computer Skills
    2. Proper Techniques
  B. Alphabetic Keyboard
    1. Touch Keyboarding
    2. Home Row
  C. Paragraph Indentation and Tabulation
  D. Numeric Keyboard and Keypad Use
  E. Skill Development
    1. Speed and Accuracy
    2. Pacing
    3. Timed Writings
  F. Symbol Keyboard
  G. Proofreading and Error Correction
  H. Page Layout and Formatting
  I. Enumerations
  J. Letters – Writing and Formatting
    1. Business
    2. Personal
    3. Envelopes
  K. Reports – Writing and Formatting
    1. Formal Reports
    2. Title Page and Table of Contents
  L. Memorandums, Numbered Lists, and Tables
    1. Writing and Formatting
  M. Direct Applications and Synthesis Using the Computer
    1. Technology Integration and completion of projects using the computer
      a. Brochures
      b. Newsletters
      c. Graphics/Multimedia
      d. Other

Statement of Academic Integrity: Identify your school's policies and procedures and clearly delineate how you address first-time and subsequent academic infractions within your course (including, but not limited to, reduction in grade, elimination of grade, failure for the course). For reference, please refer to Tompkins Cortland Community College's statement of academic integrity below.

Make-Up Policy/Late Work: Provide your policy for submission of any late work and whether you provide make-up examinations, with or without penalty.

Instructional Methods

This course is designed to be taught in a lecture/lab format, five days (38 min class periods) per week. The instructor should demonstrate specific techniques using charts and audio visual materials as examples. The instructor should interact with students regarding posture, finger positions, and formatting.

Grading scale A (100) = 0-1 errors and 30+ words per minute

B (85) = 2-3 errors and 27-29 words per minute

C (75) = 4-5 errors and 24-26 words per minute

D (65) = 6-7 errors and 21-23 words per minute

F (50) = 8-9 errors and 10-20 words per minute

Grading Procedures:

       *Grading Procedures:

Daily Applications/Quizzes	30%
Timed Writings/Projects	60%
Participation/Attendance	10%
Total	**100%**

Texts:

Robinson, Hoggatt, Shank, Beaumont, Crawford and Erickson. <u>Century 21 Keyboarding & Information Processing</u>, South-Western Educational Publishing, Cincinnati, Ohio. Book One, Sixth Edition, 2000.

OER as needed.

Other appropriate resources for application and analysis

Students should review the guidelines provided on CollegeNow's website for information on college expectations, College library services, and transferring credits. Student Resource links appear on the right side of the ColegeNow homepage at www.tompkinscortland.edu/collegenow