

Tompkins Cortland Community College
Master Course Syllabus

Course Discipline and Number: CAPS 100
Course Title: Keyboarding for Computers

Year: 2020-2021
Credit Hours: 1

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-typing system of inputting the alphabet, numbers, and symbols with speed and accuracy. Basic 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%
Symbol keys	25%
Numeric keys/key pad	25%

General Education Goals - Critical Thinking & Social/Global Awareness

CRITICAL THINKING OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
Students will be able to <ul style="list-style-type: none"> ➤ develop meaningful questions to address problems or issues. ➤ gather, interpret, and evaluate relevant sources of information. ➤ reach informed conclusions and solutions. ➤ consider analytically the viewpoints of self and others. 	Not Addressed
SOCIAL/GLOBAL AWARENESS OUTCOMES	HOW DOES THE COURSE ADDRESS THE OUTCOMES (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<ul style="list-style-type: none"> ➤ Students will begin to understand how their lives are shaped by the complex world in which they live. ➤ Students will understand that their actions have social, economic and environmental consequences. 	Not Addressed

Instructional Methods

This course is designed to be taught in a lecture/lab format, four hours 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

Reviewed Spr 14

Methods of Assessment/Evaluation

Method	% Course Grade
Timed writing (three highest 2-minute timed writing from lessons 11-20)	70%
Attendance	5%
Lessons	25%

Text(s)

College Keyboarding, Lessons 1-20, Ober, Johnson, Rice, and Hanson, 10th Edition, McGraw-Hill/Glencoe Publishing Co.

Bibliography

VanHuss, Duncan, C.H., Ford, C.M. and Woo, D., College Keyboarding, Lessons 1-30, © 2003: South-Western Publishing Co.

Other Learning Resources**Audiovisual**

Mavis Bacon Teaches Typing

Electronic

No resources specified

Other

No resources specified