

LEARNING OUTCOMES:

As a result of taking this course, students will gain the ability to:

- Continue to apply touch typing method in operating the keyboard in order to improve speed and accuracy
 - operate the letter and number keys by touch.
 - implement proper keyboarding technique

- Apply formatting features in document/word processing
 - Proper use of the computer and its peripherals.
 - Create, edit, save, open close and print documents.
 - Apply text formatting.
 - Set margins, tabs and line spacing.
 - Change paper size and orientation.
 - Use correct spacing and punctuation.
 - Type and format tables.
 - Type and format business and personal letters in full and modified block style.
 - Type envelopes.
 - Recognize and understand commonly used proofreader's marks.
 - Format a title page, table of contents and bibliography
 - Type, format and use MLA style references in reports.
 - Type and format a standard memo.
 - Cut, copy and paste commands.
 - Indent commands.
 - Type and format resumes and cover letters.
 - Develop a minimum typing speed of 21 net words per minute.

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>.

**** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Weekly Timed Writings Tests (starting week 5)	20%
Unit projects & tests	60%
Production Final Exam	20%

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

See table on last page.

STUDENT RESPONSIBILITIES:

In addition to the Student Rights and Responsibilities as set out in the college website, the following guidelines will maintain an effective learning environment for everyone:

- Regular attendance is expected of all students in all academic upgrading courses. Your success in this course is directly linked to your attendance. Attendance will be taken daily. Students missing **more than 25%** of lectures may be required to withdraw from the course, and/or may be given a failing grade.
- Students are expected to be punctual. Arrive on time for classes and remain for the duration of scheduled classes.
- Refrain from disruptive talking or socializing during class time.
- Be respectful of others regarding food or beverages in the classroom. **NO food or drinks** are allowed in the computer labs.
- Students are expected to notify the instructor of any extenuating circumstances.
- Students are expected to turn off cell phones during class time or in labs. No unspecified electronic devices will be allowed in exams.

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/administration/policies/index.html>.

**Note: all Academic and Administrative policies are available on the same page.

Tentative Schedule for Winter 2024

Week	Date	Unit	Skill Development
1	Jan. 8-11	Workstation routines and management	Developing Keyboarding Speed and Accuracy Timed Writings
2	Jan. 15-18		
3	Jan. 22-25	Basic Competencies	
4	Jan. 29-Feb. 1		
5	Feb. 5-8	Introduction to word processing	
6	Feb. 12-15		
7	Feb. 26-29	Creating letters and memos	
8	March 4-7		
9	March 11-14	Working with graphics	
10	March 18-21		
11	March 25-28	Creating Reports	
12	April 1-4		
13	April 8-11	Creating Tables	
14	April 15		