

DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE –Winter 2023

CP0105 (A3): COMPUTER APPLICATION I 3 (0-0-3) HS 45 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR:	Doris LaChance	PHONE:	(780)539-2810 or 2234
OFFICE:	A205 or C202	E-MAIL:	dlachance@nwpolytech.ca
OFFICE HOURS:	TBD or by appointment		

CALENDAR DESCRIPTION:

Beyond continuing to improve keyboarding skill, this overview course introduces principles and practices common in several software applications. Practical projects include document preparation, formatting, revision and storage.

PREREQUISITE(S)/COREQUISITE:

CP0101 or proficiency keyboarding test with 20 net wpm.
EN0100 or higher, or equivalent.

REQUIRED TEXT/RESOURCE MATERIALS:

Internet access for MyClass and additional material
(e.g. Typing Club: <https://officeadmingprc.typingclub.com/>)

DELIVERY MODE(S):

CP0105 is delivered in a computer lab that allows for hands-on experience.

COURSE OBJECTIVES:

This course provides instruction on computer keyboarding, and word processing. The purpose of the course is to develop competent keyboarding skills with emphasis on speed and accuracy, usable competency in typing letters, memos, manuscript and the fundamentals of computer operation.

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: N/A

EVALUATIONS:

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

**Note: Even though 50% is a passing mark, a mark of at least 60% is recommended for success in future courses.

GRADING CRITERIA:

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	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. Clean up your eating area and dispose of garbage.
- Recycle paper, bottles, and cans in the appropriate containers.
- Children are not permitted in the classrooms.
- 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 PLAGIARISM AND CHEATING:

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Northwestern Polytechnic Policy on Student Misconduct: Plagiarism and Cheating 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 2023

Week	Date	Unit	Skill Development
1	Jan. 4-6	Workstation routines and management	Developing Keyboarding Speed and Accuracy Timed Writings
2	Jan. 9-13		
3	Jan. 16-20	Basic Competencies	
4	Jan. 23-27		
5	Jan. 30-Feb 3	Introduction to word processing	
6	Feb. 6-10		
7	Feb. 13-17	Creating letters and memos	
8	Feb. 27-March 3		
9	March 6-10	Working with graphics	
10	March 13-17		
11	March 20-24	Creating Reports	
12	March 27-31		
13	April 3-7	Creating Tables	
14	April 10-12		