

## DEPARTMENT of ACADEMIC UPGRADING

### COURSE OUTLINE – Winter 2025

#### CP0105 (A3):Computer Application I – 3 (3-0-0) 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)539-2234  
**OFFICE:** A205A      **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.

#### COREQUISITE(S):

- Complete 1 of the following:
  - Higher or equivalent English placement test score
- Concurrently enrolled in :
  - EN0110 – English Grade 10 Equivalent (5)

#### REQUIRED TEXT/RESOURCE MATERIALS:

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

## DELIVERY MODE(S):

- On-campus (attend on-campus, in-person) – This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.
- CP0105 is delivered in a computer lab that allows for hands-on experience.

## 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 %

## 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 Northwestern Polytechnic website

(<https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69> ), 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 silence cell phones during class time. 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 Test Schedule for Winter 2025

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