



<table><tr><td><table><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table></td><td></td><td></td></tr></table>		<table><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>					
<table><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>							



**Q:** Means of Assessment

60% of the mark will be based upon regular evaluation (minimum 1 per week)

15% of the mark will be allotted for a midterm examination

25% of the mark will be allotted for a final in-class examination

Attendance:

As this is a skill-oriented course, regular attendance is required in order to develop fluent keyboard skills. Therefore, 100% attendance is desired. The failure to attend regularly will result in reduction of a final grade as shown below:

4 unexcused absences – minus 10%

8 unexcused absences – minus 20%

12 or more unexcused absences – minus 30%

**R:** Prior Learning Assessment and Recognition: specify whether course is open for PLAR

Yes.

Course Designer(s)

Education Council/Curriculum Committee Representative

---

Dean/Director

---

Registrar