



**DEPARTMENT OF** academic upgrading

**COURSE OUTLINE – FALL 2011**

**CP0105 A2 – INTRO KEYBOARDING WORD PROCESSING**

**INSTRUCTOR:** Teresa J. Wouters      **PHONE:** 780-539-2914  
**OFFICE:** E401-10      **E-MAIL:** twouters@gprc.ab.ca

3:30 – 4:30 pm on Mondays, Wednesdays.

1:00 pm – 2:00 pm on Tuesdays and Thursdays.

Other meeting times may be arranged by individual students.

Students are expected to notify their instructors when they are

**OFFICE HOURS:** unable to attend classes.

**PREREQUISITE(S)/COREQUISITE:** EN0100 or higher, or equivalent

**REQUIRED TEXT/RESOURCE MATERIALS:**

Greg College Keyboarding & Document Processing

**CALENDAR DESCRIPTION:** 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, manuscripts and the fundamentals of computer operation.

**CREDIT/CONTACT HOURS:** This is a 3 credit course

Course days: M W F      13:00 – 13:50      ROOM A301

Students are expected to attend all regularly scheduled class times.

**DELIVERY MODE(S):** This course will be delivered in a computer lab hands-on environment. Our primary resource will be Gregg College Keyboarding & Document Processing. Additional software, resources and activities may be introduced.

**OBJECTIVES (OPTIONAL):**

- **Keyboarding Mastery – The Alphabet**
- **Keyboarding Mastery – Numbers and Symbols**
- **Understanding the basic tools and resources that are most related with word processing.**
- **Confidence in the use of word processing resources and formatting**

**STUDENT RESPONSIBILITIES:**

See attached Classroom/Lab Behavior and Decorum.

See attached Course program Outline.

**STATEMENT ON PLAGIARISM AND CHEATING:**

Please refer to pages 49-50 of the College calendar regarding plagiarism, cheating and the resultant penalties. These are serious issues and will be dealt with severely.

**TRANSFERABILITY:**

**\*\* 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**

**GRADING CRITERIA:**

<b>GRANDE PRAIRIE REGIONAL COLLEGE</b>			
<b>GRADING CONVERSION CHART</b>			
<b>Alpha Grade</b>	<b>4-point Equivalent</b>	<b>Percentage Guidelines</b>	<b>Designation</b>
<b>A<sup>+</sup></b>	<b>4.0</b>	<b>90 – 100</b>	<b>EXCELLENT</b>
<b>A</b>	<b>4.0</b>	<b>85 – 89</b>	
<b>A<sup>-</sup></b>	<b>3.7</b>	<b>80 – 84</b>	<b>FIRST CLASS STANDING</b>
<b>B<sup>+</sup></b>	<b>3.3</b>	<b>77 – 79</b>	
<b>B</b>	<b>3.0</b>	<b>73 – 76</b>	<b>GOOD</b>
<b>B<sup>-</sup></b>	<b>2.7</b>	<b>70 – 72</b>	
<b>C<sup>+</sup></b>	<b>2.3</b>	<b>67 – 69</b>	<b>SATISFACTORY</b>
<b>C</b>	<b>2.0</b>	<b>63 – 66</b>	
<b>C<sup>-</sup></b>	<b>1.7</b>	<b>60 – 62</b>	
<b>D<sup>+</sup></b>	<b>1.3</b>	<b>55 – 59</b>	<b>MINIMAL PASS</b>
<b>D</b>	<b>1.0</b>	<b>50 – 54</b>	
<b>F</b>	<b>0.0</b>	<b>0 – 49</b>	<b>FAIL</b>
<b>WF</b>	<b>0.0</b>	<b>0</b>	<b>FAIL, withdrawal after the deadline</b>

Classroom/Lab Behavior and Decorum

When working in a classroom or lab, you are expected to treat the setting as a business meeting. As such, the following professional business behavior will be expected of all students at all times.

1. Turn off all cell phones and other communication devices. In consideration of others, do not use cell phones or other communication devices in the classroom or lab. It is very disruptive when such devices ring in class ro during a lab.  
Please let the instructor know, prior to class, if you are expecting an important phone call – i.e.: job interview or medical appointment.
2. No unnecessary talking and NO use of the computer when the class leader (instructor, guest speaker, other classmate) is leading a class. Computer use will be restricted to instructional activity.
3. Absolutely **NO food or drinks** are allowed in GPRC computer labs. Bottled water may be on the floor, by your feet, with a secure cap.
4. Treat all individuals in the class with respect and kindness. Be willing to help others in the classroom. No vulgar or racist comments.
5. Be on time. This class will start at exactly 14:50. Contact the instructor, before class, if you are unable to attend class.
6. Do not display, on your computer screen, any material or Websites that would be offensive or hurtful to others in the classroom or lab. All computer activity **MUST** be related to the course content. **CP0100 A2 students are restricted to using ONLY the TypingMaster program during class time** (exception is during other instructed activities where another resource will be used).