GPRC

DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – CP0105 A2

FALL, 2012 – INTRO TO WORD PROCESSING

INSTRUCTOR: Andrea Hlewka   **PHONE:**   780-539-2212

OFFICE: E-401, Station 6   **E-MAIL:**   ahlewka@gprc.ab.ca

OFFICE HOURS: Friday 11:30 – 12:30 or by appointment

PREREQUISITE(S)/COREQUISITE:
Completion of EN0100 or higher or equivalent.

Besides the prerequisite, you are assumed to:

- have a desire to learn and improve your keyboarding skills.

- be able to spend about 6 hours per week in class and an additional 2 to 4 hours per week on project requirements.

- make a commitment to completing course activities and assignments and to let me know when you are needing assistance or when there are extenuating circumstances.

- be willing to participate and communicate during class and/or group activities.

- have continuing access to a computer with an Internet connection. If not, there are a number of computer labs available throughout the college; several are open until 9:00 pm and during the weekend.
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- access *Moodle* at least once a week for EN 0130 announcements and utilize online resources. Also on a weekly basis, check your College email.

If you are not confident about one or more of the above requirements, there a number of support services available to you. Please ask me how you can obtain assistance.

REQUIRED TEXT/RESOURCE MATERIALS:
- Course material will be distributed by the instructor.
- Gregg College Keyboarding & Document Processing.
- *Moodle* Computer Management System.

CALENDAR DESCRIPTION:

M-T-R   13:00-13:50

CREDIT/CLASSROOM LOCATION:

3 credits   Lab A-301

DELIVERY MODE(S) & OBJECTIVES (OPTIONAL):

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.

This course will be delivered in a computer lab hands-on environment. Our primary resource will be Gregg College Keyboarding & Document Processing. Additional software and/or activities may be introduced.

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

Netiquette (Online Etiquette)

CP0101 participants need be aware that there are "rules of engagement" for online participation and email:

- Check *Moodle* CP0101 announcements and your GPRC email at least once each week.

- In your messages, use greetings and the names of those involved. Sign your name to all your postings.

- Proofread your message prior to sending/posting.

- Do not post or send flaming or disrespectful messages; this includes messages which are abrupt, rude or dismissive of others' points of view.

STATEMENT ON PLAGIARISM AND CHEATING:

Refer to the Student Conduct section of the College Admission Guide at

http://www.gprc.ab.ca/programs/calendar/ or the College Policy on Student Misconduct: Plagiarism

and Cheating at www.gprc.ab.ca/about/administration/policies/**

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

GRADING CRITERIA:

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

EVALUATIONS:

A passing mark will be determined based on attendance and successful completion of the course activities. Absenteeism of over 20% may result in a student being barred from the class. There is no Final Exam scheduled for CP0101.

STUDENT RESPONSIBILITIES:

Academic Upgrading Student Expectations

The Academic Upgrading Department is an adult education environment. As such, you are expected to show respect for one another, faculty and staff.

In addition to the "Student Rights and Responsibilities" as set out in the *GPRC Calendar*, the following guidelines will allow us to have an effective learning environment for everyone. Since some activities are disruptive to learning, I ask that you comply with the following:

- You are expected to be punctual. Arrive on time for class and remain for the duration. If you must leave, do so at a time that is least disruptive.

- Students are expected to focus on the instructor during teaching time. This means, no use of the computers while the instructor is teaching.

- During class, have your phone set on vibrate and avoid texting. Absolutely NO use of phones/other during instructor teaching time.

- Refrain from unrelated and/or disruptive talking during class time.

- Food and (un-bottled) drinks are NOT permitted in any college computer labs.
  Clean up your area and dispose of garbage.

- Children are NOT permitted in the classrooms.

> Be aware of sanitation and possible spread of illness. Take care of your health and your family's wellbeing.

Attendance is a requirement for academic success. If you miss more than 20 percent of classes per semester, you may be debarred from the class. It is your responsibility **to notify me of any extenuating circumstances** as they happen. I can usually make arrangements to accommodate these occasional absences.

As per the *GPRC Calendar*, you are responsible to "write tests and final examinations at the times scheduled by the instructor or the Office of the Registrar". However, once I have handed back tests/assignments, there is no opportunity to write the test or to submit missed assignments. You will be assigned a grade of zero.

Although 50% is considered a pass in most courses, research and experience indicate that future academic success requires higher standards. Therefore, in Academic Upgrading, we strongly recommend that you achieve 60% or better so that you will be admitted to and be successful in your post-secondary program.

CP 0105 A3 – 2012 Winter Session - COURSE SCHEDULE: TBA