

LEARNING OUTCOMES:

Continue to apply touch typing method in operating the keyboard in order to improve speed and accuracy

- execute the touch method in operating the alphabetic keys
- implement proper keyboarding technique

Apply formatting features in document/word processing

- apply correct language skills in keyed documents
- apply paragraph formats effectively
- apply document formats
- apply correct table format
- apply correct report/essay formats

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:

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

EVALUATIONS:

Developing Keyboarding Speed and Accuracy } 20%
 Timed Writings (tests)

Unit Assignments and Unit Tests	} 60%
Production Final Exam	20%

STUDENT RESPONSIBILITIES:

In addition to the “Student Rights and Responsibilities” as set out in *GPRC Policies*, the following guidelines will allow us to have an effective learning environment for everyone.

https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf

- I will start classes on time; similarly, arrive on time, be ready to work, and remain for the duration of the class.
- Some activities are disruptive to teaching and learning, so during class, have your phone on silent mode and no texting.
- Many learners prefer a quiet learning/working atmosphere, so refrain from unrelated and/or disruptive talking during class time.
- Be respectful of others regarding food or beverages in the classroom. You may have a beverage or a snack, but eat your lunch before/after class.
- Clean up your area and dispose of garbage.

For the class, I will post our work schedule and due dates on *Moodle*. You will be given ample notice of due dates and test days.

Attendance is a requirement for academic and career success. Attend class unless completely unavoidable. If you are ill and could make others sick, you have reason to be away. Not feeling 100 percent is not an excuse.

If I need to be away, I will let you know either in class or electronically through *Moodle*. I will make arrangements for you to continue course work by providing activities/assignments so we do not fall behind in our course work. Likewise, if you need to be away, I expect you will make arrangements with me so I may help you. It is also expected that while you are away, you will work on assignments and be ready for quizzes. It is your responsibility to check the schedule on *Moodle*, and do not let yourself fall behind.

If you know that you will need to be away for a test or require more time to complete an assignment, make arrangements with me to before hand. Unfortunately, after I have handed back an assignment or test, there is no opportunity for you to submit and/or complete it.

If you need assistance or extra time completing course material, it is your responsibility to meet with me as soon as possible. Late submission of assignments will be subject to deduction of 5 percent/day ONLY until the corrected assignments are returned (that is, unless prior arrangements were made). Again, late submissions will not be accepted after marked assignments have been returned.

Based on GPRC policy, you are responsible to “write tests and final examinations at the times scheduled by the instructor or the Office of the Registrar”. Your final exam will be set by the Registrar on one of these dates: **December 10 to 19, 2014** (including Saturdays).

STATEMENT ON PLAGIARISM AND CHEATING: Grande Prairie Regional College “expects intellectual honesty from its students. Intellectual honesty demands that the contribution of others be acknowledged. To do less is to cheat ... [therefore] the College has adopted appropriate penalties for student misconduct with respect to plagiarism and cheating” (from the *GPRC Academic Policy – Student Misconduct*). If you wish to obtain further information, refer to GPRC’s Academic Policy titled *Student Misconduct: Plagiarism and Cheating*.
https://www.gprc.ab.ca/files/forms_documents/Student_Misconduct.pdf

Plagiarism includes submitting copied work as your own as well as allowing another person to copy, thus enabling that person to commit plagiarism. So while you may work together, you must make certain to submit your own work.

Students in CP 0105 found to be “intellectually dishonest” on assignments or tests will receive a grade of zero. As an additional caution, be aware that copying even a short passage is plagiarism.

PRINTING POLICY: Each student will have a printing account established with a credit balance at the beginning of each course. Through their GPRC accounts, students are charged \$0.10 per sheet (each sheet represents 2 pages, when printed double-sided). If you need, you will be able to recharge your account. <https://www.gprc.ab.ca/files/policies/admin/StudentPrintingPolicy.pdf>

So that you do not have to do so much printing, most assignments and projects will be submitted through *Moodle*.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Date	Unit	Skill Development
1	Sept 4, 5	1. A Starting Point	Developing Keyboarding Speed and Accuracy Timed Writings
2	Sept 8 - 12		
3	Sept 15 - 19		
4	Sept 22 - 26		
5	Sept 29 – Oct 3	2. Word Processing – Advanced Features	
6	Oct 6 - 10		
7	Oct 13 is Thanksgiving Day Oct 14 - 17	3. Word Processing – Creating Tables and Charts	
8	Oct 20 - 24		
9	Oct 27 - 31	4. Word Processing – Working with Graphics	
10	Nov 3 - 7		
11	Nov 10, 11 are part of Fall Break Nov 12 - 14		
12	Nov 17 - 21		
13	Nov 24 - 28	5. The Internet, Social Media and Protecting Your Privacy	
14	Dec 1 – 5 and 8		