



DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – CP0100 A2

FALL, 2012 – 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:

None

Besides the prerequisite, you are assumed to:

- 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.
- 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 are 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.
- Typing Master (Online typing drills)
- *Moodle* Computer Management System.

CALENDAR DAY / TIME:

M-T-R 11:30-12:20

CREDIT/CLASSROOM LOCATION:

3 credits Lab A-301

DELIVERY MODE(S) & OBJECTIVES (OPTIONAL):

This course will be taught using TypingMaster online program and other resources that will be provided through the instructor.

OBJECTIVE:

This course provides basic instruction to computer keyboard keyboarding, basic computer operations and some word processing.

GRADING CRITERIA:

**** This course is a Pass/Fail course. A Pass mark will be determined based on **attendance** and completion of the course. A Fail mark will be administered if you **do not attend the stated class time** or if you assignments are not completed.**

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 CP0100.

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.

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.

CP 0100 A2 – 2012 Fall Session - COURSE SCHEDULE: TBA