



DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – WINTER 2013

CP0100 – 3(0-0-3) 45 HOURS

INSTRUCTOR: Andrea Hlewka **PHONE:** 780-539-2212
OFFICE: E-401, Station 6 **E-MAIL:** ahlewka@hotmail.com

OFFICE HOURS: Wednesdays 2:00 – 2:30 or by appointment.

PREREQUISITE(S)/COREQUISITE:

Students who meet admission requirements for entry into Academic Upgrading are eligible to take CP0100.

Besides the prerequisite, you are assumed to:

- 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 to *Moodle*. Also on a DAILY 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 DESCRIPTION:

This course introduces students to computer hardware and the Windows operating system. The focus is on touch keyboarding to master alphabetic, numeric, and information copy.

CREDIT/CONTACT HOURS:

3 credits Lab A-301

DELIVERY MODE:

This course will be taught using a software program called: TypingMaster Online.

OBJECTIVES:

This course provides the opportunity to practice basic keyboard skills while developing a foundation in standard keyboarding skills, improving accuracy, and increasing typing speed.

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:

This course is a Credit/Non-Credit course. Credit is achieved based on **ATTENDANCE** and the completion of the TypingMaster Online software program. A Non-Credit grade will be administered for those that do not attend the class at the stated class time and/or if the TypingMaster program is not completed.

EVALUATIONS:

A passing mark will be determined based on attendance and successful completion of the course activities. Students that are absent for greater than **20%** of the course, may result in being barred from the class. There is no Final Exam scheduled for CP0100.

STUDENT RESPONSIBILITIES:

Academic Upgrading Student Expectations

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

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.

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.

COURSE SCHEDULE/TENTATIVE TIMELINE:

The TypingMaster program is divided into six sections, within each section there are a number of exercises. In the time provided, the students are expected to work at his/her own pace to complete the TypingMaster program. The following outlines the number of exercises in each sections:

Section Number	Section Name	Number of Exercises
1	Touch Typing	13 exercises
2	Junior Typing	14 exercises
3	Speed Building	7 exercises
4	Numbers	2 exercises
5	Special Marks	4 exercises
6	Number Pad	3 exercises