



DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – FALL 2011

CP0101 A2 – 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: CP0100 or consent of instructor.

REQUIRED TEXT/RESOURCE MATERIALS:

Greg College Keyboarding & Document Processing

CALENDAR DESCRIPTION: This introductory course is intended to provide students with basic knowledge, understanding and appreciation of fundamental word processing. Students will explore basic concepts related to creating, formatting and enhancing documents, incorporating graphics, text boxes, tables and editing features.

CREDIT/CONTACT HOURS: This is a 3 credit course

Course days: M W F 14:30 – 15:20 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 *TypingMaster* and Gregg College Keyboarding & Document Processing. Additional software, resources and activities may be introduced.

OBJECTIVES (OPTIONAL):

- **Keyboarding – The Alphabet**
- **Keyboarding – Numbers and Symbols**
- **Understanding the basic tools and resources that are most related with word processing.**

GRADING CRITERIA:

This course is graded as a credit/no credit class based on the Course Objectives.

CR – Credit for successful completion of the program.

NC – No credit for incompleteness of the program.

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.

COURSE SCHEDULE/TENTATIVE TIMELINE:

The learner will begin by reinforcing keyboarding practice from *TypingMaster*. Gregg College Keyboarding and Document Processing will follow. Other activities will be added according to the course program outline.

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 or 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).