GPRC

DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – WINTER 2011
CPO101 A3 – WORD PROCESSING

INSTRUCTOR:	Teresa Wouters	**PHONE:**	TBA
OFFICE:	A310	**E-MAIL:**	twouters@gprc.ab.ca

OFFICE HOURS: Daily 10-11 am, after class or by appointment.

Days: Mon, Tues, Fri   2:30 – 1:20

PREREQUISITE(S)/COREQUISITE: CPO100 (Introductory Keyboarding) or consent from the instructor.

REQUIRED TEXT/RESOURCE MATERIALS: *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 with 3 contact hours per week.   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 *College Keyboarding & Document Processing* but additional software and activities may be introduced.

OBJECTIVES (OPTIONAL):
- Keyboarding – The Alphabet
- Keyboarding - Numbers and Symbols

- A variety of keyboarding and computer document processing systems: Word processing and E-Mail, Correspondence, Reports, Tables, Employment Documents, International Formatting, Medical and Legal Office Documents, Using and Designing Office Forms and Publications, Resumes and Merged Documents.

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

CR – Credit for successful completion and a minimum speed of 20 words per minutes with 3 or fewer errors on a 1 minute timing test.

NC – No credit for insufficient or inadequate work.

Examinations: Skill building, review and refinement

Student Responsibilities: see attached Classroom/Lab Behavior and Decorum.

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 doing keyboarding practice from Typing Master Pro's speed building course and MK Typing Tutor and instructor resources. This should take approximately three weeks, after which the student will move on to more advanced word processing materials.

EVALUATIONS:

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**

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<u>Classroom/Lab Behavior and Decorum</u>

When working in a classroom or lab, you are expected to treat the setting as a business meeting. As such, the following <u>professional business behavior</u> will be expected of all students at all times.

Turn off all cell phones and pagers. In consideration of others do not use cell phones or pagers in a 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.

No talking and no keyboarding when the Meeting Leader (professor, supervisor, guest speaker, or classmate) is talking to the group. This behavior is not tolerated in business meetings.

No food or drinks, except bottled water in the lab.

Treat all individuals in the class with respect and kindness. Be willing to help others in the classroom – research has shown that the best way to learn something is to teach someone else.

Be on time and contact the instructor, before class, if you are unable to attend class.

Do not display on your computer screen any material or Web sites that would be offensive or hurtful to others in the classroom or lab.
 All computer activity MUST be related to the course content.