



DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – WINTER 2013

CP0101 – 3(0-0-3) 45 HOURS

INSTRUCTOR: Andrea Hlewka **PHONE:** 780-539-2212
OFFICE: E-401 **E-MAIL:** ahlewka@gprc.ab.ca

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

PREREQUISITE(S)/COREQUISITE:

Completion of a keyboarding course or adequate keyboarding skills of at least 12 wpm.

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.
- access to *Moodle* at least once a week announcements and utilize online resources. 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.
- *Moodle* Computer Management System.

CALENDAR DESCRIPTION:

Students will continue to develop keyboarding skills by practicing touch typing. Emphasis will be placed on speed building while maintaining accuracy. In addition, students will be introduced to: the basics of word processing in order to create and format simple documents; the tools and methods

used to obtain information from the internet; and email as a personal and business communication tool.

CREDIT/CONTACT HOURS:

3 credits Lab A-301

DELIVERY MODE(S):

This course will be taught using resources that will be provided by the instructor and periodic lectures . It is expected that the students work independently and at his/her own pace. The instructor is available for assistance during the scheduled class time, during office hours, or by appointment.

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
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

EVALUATIONS:

A passing mark will be determined based on attendance and successful completion of the course activities and exams. Late assignments will only be accepted if previous arrangements have been approved/accepted by the Instructor. Late assignments may be subjected to grade demerits. Missed exams or quizzes cannot be made up unless you have made previous arrangements with the Instructor or you have an excused absent. There are no rewrites for Exams or Quizzes. There is no Final Exam scheduled for CP0101.

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.

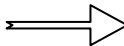
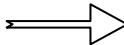
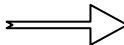
Attendance is a requirement for academic success. If you miss more than 20 percent of classes per semester, you may be debarred from the class. It is your responsibility **to notify me of any extenuating circumstances** as they happen. I can usually make arrangements to accommodate these occasional absences.

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:

Exercise Number	Name of Exercise	Tentative Assignment dates	% of grade	Tentative Exam dates	% of grade	
Exercise 1	Intro to Basic Word Processing	Jan 10 - Jan 24	10	Jan 31	10	
Exercise 2	Increasing Speed and Accuracy	Feb 5 – Feb 19	10	Feb 21	10	
Exercise 3 Part A Part B	Learning your computer inside and out	Feb 26 – March 11	10	Mar 14	10	
Exercise 4 Part A Part B	Using the Internet and E-mailing responsibly and effectively	Mar 18 – April 1	10	April 4	10	
					Subtotal %	40
			Subtotal %	40		40
Typing Quizzes		To be administered randomly 5 quizzes @ 2%			10	
In class Assignments and Presentations		April 8 – April 16 5 assignments @2%			10	
				Total %	100	