



Grande Prairie Regional College

Academic Upgrading

COURSE OUTLINE – WINTER 2009

CP 0101 3 (0-0-3) HS Word Processing

Instructor Bill Shaw

Office C207

Class Tues. and Thurs.

Hours 2:30 – 3:50

Phone 539 2713

E-mail bshaw@gprc.ab.ca

Office Mon., and Fri.

Hours 10:00 – 11:00

Prerequisite(s)/corequisite(s):

CP0100 or consent of the instructor

Required Text/Resource Materials:

Go! With Microsoft Word 2007 Brief by Gaskin and Ferrett

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.

Delivery Modes:

This is a practical course delivered in a computer lab setting. You will learn by observing expert technique and then implementing those techniques yourself.

Credit/Contact Hours:

This is a 3 credit course with 3 contact hours per week.

Objectives:

Upon completion of this course the learner shall demonstrate a general working knowledge of Word 2007 suitable for practical application with other course work within the department. Specific objectives include

- Creating, editing, saving and printing documents
- Selecting, editing, formatting and deleting text
- Adding and formatting graphics
- Using the spelling and grammar checker
- Changing document and paragraph layout
- Creating and modifying lists, tables and tab stops
- Inserting and formatting headers, footers and footnotes
- Inserting and modifying textboxes and shapes
- Creating and formatting columns
- Creating mailing labels and using mail merge
- Inserting hyperlinks and saving a document as a webpage

Attendance and Lateness:

Regular attendance is expected of all students as it is crucial to passing the course. Students missing 7 or more classes may be debarred from writing the final exam or given a failing grade.

Lateness is strongly discouraged as it disrupts the class. Students arriving late must do so quietly **and without disturbing other students**. Students may have to arrive a few minutes early to log in to their computers and load any necessary programs.

Grading Criteria:

Your grade will be composed of Projects, Worksheets and a Final exam according to the following scheme.

Projects	35%
Worksheets	15%
Production Tests	20%
Final Exam	30%

Projects will be assigned in class. **Projects submitted after the due date will be assigned a grade of zero.**

Worksheets will be given in class. **Worksheets submitted at the end of class on the same day they are assigned will get a bonus 2%.**

Production Tests are practical exams wherein the learner will produce documents similar to the projects. Production tests will be held in class on the following dates.

Chapter 1	January 27
Chapter 2	February 26
Chapter 3	March 19
Chapter 4	April 9

Unless there are prior arrangements, **a missed production test will result in a grade of 0.**

The Final Exam will be scheduled by the Registrar's Office to be held during April 16 – 27. It will be a practical exam similar to the Production Tests.

Grades will be assigned on the Letter Grading System.

**Academic Upgrading Department
Grading Conversion Chart**

Alpha Grade	4-point Equivalent	Percentage Guidelines	Designation
A ⁺	4	90 – 100	EXCELLENT
A	4	85 – 89	
A ⁻	3.7	80 – 84	FIRST CLASS STANDING
B ⁺	3.3	76 – 79	
B	3	73 – 75	GOOD
B ⁻	2.7	70 – 72	
C ⁺	2.3	67 – 69	SATISFACTORY
C	2	64 – 66	
C ⁻	1.7	60 – 63	
D ⁺	1.3	55 – 59	MINIMAL PASS
D	1	50 – 54	
F	0	0 – 49	FAIL

Classroom/Lab Behavior and Decorum



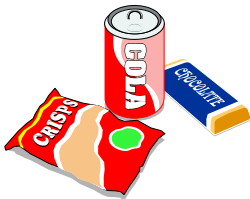
When working in a classroom or lab, you are expected to treat the setting as a business meeting. As such, the following professional business behavior will be expected of all students at all times.



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. We understand that these devices are important to you and your family, so set your device to "manner mode," and excuse yourself politely from the room when you need to speak with someone.



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.



Our maintenance staff works hard to keep our classrooms and labs clean for you. Thus, **no food** and **only water or covered drinks** are permitted 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 phone 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.

Bill Shaw C207 539-2713

