



DEPARTMENT OF ACADEMIC UPGRADING

COURSE OUTLINE – CP0101 A3

WINTER, 2012 – WORD PROCESSING

INSTRUCTOR: Teresa Wouters **PHONE:** 780-539-2914
OFFICE: E-401, Station 10 **E-MAIL:** twouters@gprc.ab.ca

OFFICE HOURS: M-W-R: 9pm-noon 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 a desire to learn and improve your keyboarding skills.
- be able to spend about 6 hours per week in class and an additional 2 to 4 hours per week on project requirements.
- make a commitment to completing course activities and assignments and to let me know when you are needing assistance or when there are extenuating circumstances.
- be willing to participate and communicate during class and/or group activities.
- 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 *Moodle* at least once a week for EN 0130 announcements and utilize online resources. Also on a weekly 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:

January 5 – April 26th, 2012 M-W-R 14:30-15:20

CREDIT/CLASSROOM LOCATION:

3 credits Lab A-301

DELIVERY MODE(S) & OBJECTIVES (OPTIONAL):

This course will be taught using resources that will be provided through the instructor. CP0101 has been designed for adults needing basic computer skills and knowledge on word processing. This course will include familiarizing the students to Microsoft Word program, emailing, printing, and other word processing basics.

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

Netiquette (Online Etiquette)

CP0101 participants need be aware that there are “rules of engagement” for online participation and email:

- Check *Moodle* CP0101 announcements and your GPRC email at least once each week.
- In your messages, use greetings and the names of those involved. Sign your name to all your postings.
- Proofread your message prior to sending/posting.
- Do not post or send flaming or disrespectful messages; this includes messages which are abrupt, rude or dismissive of others’ points of view.

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.

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. Absenteeism of over 20% may result in a student being barred from the class.

STUDENT RESPONSIBILITIES:**Academic Upgrading Student Expectations**

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.
- Children are NOT permitted in the classrooms.

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

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.

As per the *GPRC Calendar*, you are responsible to “write tests and final examinations at the times scheduled by the instructor or the Office of the Registrar”. However, once I have handed back tests/assignments, there is no opportunity to write the test or to submit missed assignments. You will be assigned a grade of zero.

Although 50% is considered a pass in most courses, research and experience indicate that future academic success requires higher standards. Therefore, in Academic Upgrading, we strongly recommend that you achieve 60% or better so that you will be admitted to and be successful in your post-secondary program.

If you are absent due to medical or unforeseen circumstances and wish to be given the opportunity to write a test (or submit an assignment), there are specific requirements. **Make prior arrangements with me by phone or email.** Only then will you be permitted to write or submit at a later date.

Quizzes or tests will be set aside for you **in A205**; they are to be written the following day outside class time. Natasha Hipkiss will have these set aside for you and you will need to make arrangements with her.

COURSE SCHEDULE/TENTATIVE TIMELINE:

CP 0101 A3 Course schedule (tentative)

Prerequisite: Accomplished keyboarding skills. Completion of TypingMaster or another Keyboarding Skills Course. Students should be able to type at least 20 wpm.

Resources: Gregg College Keyboarding & Document Processing Kit, additional resources will be given by your instructor through Moodle.

Lesson One: Welcome to your computer: The Tour

1. Important computer parts and their names
2. Typing speed assessment

Lesson Two: Welcome to Microsoft Word – Tour of the screen

1. Name that part
2. How to use Quick Access Toolbar
3. How to use Tabs
4. How to use Ruler
5. How to use Dialog box bar tools: page number in document, word count, Language, print layout, full screen reading, outline, draft, Zoom
6. Shut down, log off and restart

Lesson Three: What's this do? Tab FILE

1. Save, Save AS
2. Open and Close
3. New and Recent
4. Print

Lesson Four: What's this do? Tab HOME:

1. Clipboard
2. Font
3. Paragraph
4. Styles
5. Editing

Lesson Five: What's this do? Tab INSERT:

1. Pages
2. Tables
3. Illustrations
4. Links
5. Header & Footer
6. Text& Symbols

Lesson Six: What's this do? Tab PAGE LAYOUT

1. Themes
2. Page setup
3. Page background
4. Paragraph
5. Arrange

Lesson seven: What's this do? Tab REFERENCES:

1. Table of Contents
2. Footnotes
3. Citations & Bibliography
4. Captions
5. Index
6. Table of Authorities

Lesson 8: What's this do? Tab MAILINGS:

1. Create
2. Start Mail Merge
3. Write and Insert fields
4. Preview results
5. Finish

Lesson 9: What's this do? Tab REVIEW:

1. Proofing
2. Language
3. Comments
4. Tracking
5. Changes
6. Compare
7. Protect

Lesson 10: What's this do? Tab VIEW:

1. Document Views
2. Show
3. Zoom
4. Window
5. Macros

Lesson 11: What's this button do? The START button: Introduction to the following:

1. The grey panel: open your personal folder, documents, pictures, music, computer, control panel, devices & printers, default programs, help & support, run
2. The white panel - All programs: Microsoft office 2010, Excel, adobe, power point, internet explorer
3. The other white stuff - getting started, calculator, paint, search programs and files dialog box