

Academic Upgrading Department

CP0101 Course Outline

INSTRUCTOR: Doris Wlad

OFFICE: C304

OFFICE HOURS: As posted on office door and/or by appointment.

TELEPHONE: 539-2902 dwwlad@gprc.ab.ca

CLASSROOM: A307

TIME: 2:30 - 3:50 (T & TR)

REQUIRED TEXT

& SUPPLIES: *Essentials, Word 2002, Level 1* by Keith Mulbery, Prentice Hall, Upper Saddle River, NJ, 2002.
3 1/2" HD Floppy Disk

COURSE DESCRIPTION:

This course will provide an introduction to word processing. A thorough understanding of word processing is achieved through hands-on assignments.

PREREQUISITES: CP0100 or keyboarding skills of 20 words per minute.

COURSE OBJECTIVES:

Upon completion of this course, students will have a general working knowledge of Word 2002 suitable for practical application with other course work within the department. Specific objectives are listed in the Semester Course Schedule.

EVALUATION:	4 Tests @10% EACH:	40%
	Assignments:	10%
	Challenge Activities:	30%
	Final Exam	20%

INSTRUCTOR'S GUIDELINES:

Attendance is essential and is a critical component for success in this class. Students are responsible for all material covered in class and in the text.

Assignments are due at the end of class. Late assignments will be graded with penalty points on an individual basis. All assignments will be accepted before due dates; so, if you know you are going to be away, hand them in early.

Absence during a test will result in a mark of zero. In order to be given the opportunity to write a missed test, you must phone the instructor beforehand. If the instructor is unavailable, you should leave a message and your phone number. If you know in advance that you cannot be present at the exam, please make alternate arrangements with the instructor before the exam date.

Once the test has been handed back to the class, there is no opportunity for a later write or hand-in. You will be assigned a grade of '0' for that test.

If you are experiencing difficulty in any area, please contact the instructor.