DEPARTMENT OF ACADEMIC UPGRADING COURSE OUTLINE CP0105 A2 FALL, 2012 INTRO TO WORD PROCESSING

INSTRUCTOR: Andrea Hlewka **PHONE** 780-539-2212

OFFICE: E-401, Station 6 **E-MAIL:** ahlewka@gprc.ab.ca

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/**

GRADING CRITERIA:

GRANDE PRAIRIE REGIONAL COLLEGE						
GRADING CONVERSION CHART						
Alpha Grade	4-point	Percentage	Designation			
	Equivalent	Guidelines				
A ⁺	4.0	90 100	- EXCELLENT			
А	4.0	85 89				
А	3.7	80 84	FIRST CLASS STANDING			
B⁺	3.3	77 79				

^{**}Note: all Academic and Administrative policies are available on the same page.

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. There is no Final Exam scheduled for CP0101.

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:

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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.

CP 0105 A3 2012 Winter Session - COURSE SCHEDULE: TBA