

implement proper keyboarding technique

Apply formatting features in document/word processing

apply correct language skills in keyed documents

apply paragraph formats effectively

apply document formats

apply correct table format

apply correct report

In addition to the "Student Rights and Responsibilities" as set out in *GPRC Policies*, the following guidelines will allow us to have an effective learning environment for everyone.
https://www.gprc.ab.ca/files/forms_documents/StudentRightsandResponsibilities.pdf

I will start classes on time; similarly, arrive on time, be ready to work, and remain for the duration of the class.

Some activities are disruptive to teaching and learning, so during class, have your phone on silent mode and no texting.

Many learners prefer a quiet learning/working atmosphere, so refrain from unrelated and/or disruptive talking during class time.

Be respectful of others regarding food or beverages in the classroom. You may have a beverage or a snack, but eat your lunch before/after class.

Clean up your area and dispose of garbage.

For the class, I will post our work schedule and due dates on *Moodle*. You will be given ample notice of due dates and test days.

percent/day ONLY until the corrected assignments are returned (that is, unless prior arrangements were made). Again, late submissions will not be accepted after marked assignments have been returned.

Based on GPRC policy, you are responsible to "write tests and final examinations at the times

