Yukon University

COURSE OUTLINE

WP120AZ
BEGINNING WORD PROCESSING

3 CREDITS

PREPARED BY: Alissa Hosein-Jacob, Instructor
DATE: May 28, 2020

APPROVED BY: Ernie Prokopchuk, Dean
DATE: August 7, 2020

APPROVED BY SENATE: Click or tap to enter a date
RENEWED BY SENATE: Click or tap to enter a date

BEGINNING WORD PROCESSING

INSTRUCTOR: Alissa Hosein-Jacob
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OFFICE HOURS: 9-10 am, Wednesdays
CLASSROOM: Online (asynchronous)
TIME: Online (asynchronous**)**
DATES: Sept 4 to Dec 7, 2020

COURSE DESCRIPTION
This course is an introduction to word processing using Microsoft Word. Students preparing for successful business careers need to acquire the necessary word processing skills essential to obtaining employment in an office setting. Beginning Word Processing is designed for students who must master the basic functions of Microsoft Word in order to format and produce mailable business documents.

Students will learn the basic functions of Microsoft Word. Major emphasis will be placed on teaching students correct formatting of business letters, memoranda, reports, tables, and general administrative documents. Mailability standards will be stressed since this is a pre-employment course.

PREREQUISITES
None

LEARNING OUTCOMES
Upon successful completion of the course, students will be able to apply the basic functions of word processing using Microsoft Word to produce error-free and industry-standard formatted documents.

After completing this course, students will be able to:

1. *Create, save, print, retrieve, and edit memoranda and business letters*
2. *Create, format, modify, edit, and sort tables*

3. *Create side-by-side columns*
4. *Create, format, and edit multiple-page, multiple-section documents*
5. *Create and merge a data source file and a main document*
6. *Name documents with business-like names, save documents in an orderly, logical manner*

COURSE FORMAT

WP 120 is a 3 credit course. Course content is presented in weekly tutorials. Students are expected to review course materials as well as spend additional time practising the functions and working on reinforcement exercises and assignments in order to master the required skills.

Students will access and complete coursework online. Students do NOT need to connect at specific times, but coursework must be completed on a set schedule. It is recommended students access the course Moodle site frequently throughout the week.

Topics will be covered through online books found on the course website at https://moodle.yukonu.ca. The instructor will aim to keep the course material interactive and varied. In order to cater to a variety of learners, modules using video, print visuals, and audio will be employed. In addition, optional weekly tutorials, via video conferencing technology (Zoom), will be available to students.

Email and frequent internet access are an important part of this course. The instructor will communicate through the assigned Yukon University email addresses and the moodle.yukonu.ca course website. The use of the moodle.yukonu.ca course website is mandatory.

Some graded assignments will be assigned from the text; others will be available to you in the online books. In addition to the assignment work, there will be two term tests and one final examination.

ASSESSMENTS:

Assignments

This course includes 12 assignments. Each assignment must be submitted electronically, in the appropriate assignment drop box on the Moodle course page, on or before *midnight on Sunday of the week* assigned, unless previous arrangements have been made *in writing* with the instructor.

Late assignments will lose 10% per day penalty for each of the first three days. The due date is considered Day 1. No assignment will be marked after the three-day penalty period, without prior written permission.

If you feel you have a valid reason why you should not be subject to the penalty, it is your responsibility to inform your instructor. All late assignments that are submitted for grading purposes must be accompanied by a written explanation that includes the following:

- Your name
- Course name
- Reason for late (doctor's note if applicable)
- Original due date
- Date submitted

If you know ahead of time that your assignment will be late, it is your responsibility to provide a written explanation to your instructor. Arrangements can then be made with your instructor for your assignment due dates.

Marking Scheme for Assignments

5 marks will be deducted for all major errors on assignments and exams, including

- typing errors
- spelling errors
- word(s) omitted or repeated
- major technicality errors (style, placement rules, incorrect format)
- not following instructions

2-3 marks will be deducted for all minor errors, including

- punctuation errors
- capitalization errors
- minor technicality errors such as incorrect word division and incorrect spacing

Tests

There are two tests and a final exam.

The term tests and final exam must be written and completed within the scheduled date and time. Reference materials may be used during the exam.

If you are unable to write the final exam because of illness, you must provide a doctor's note to be allowed to write at a different time. Contact your instructor as soon as possible to reschedule your exam.

EVALUATION:

Assignments	40%
Term Tests (2)	20%
Final Exam	40%
Total	100%

In order to pass this course, students must obtain an overall mark of 60% or higher.

For transcript purposes, percentage marks are converted into letter grades according to the following system:

A = 90–100%
B = 80–89%
C = 70–79%
D = 60–69% (Fails to serve as a prerequisite for WP 220)
F = under 60% (Fail)

REQUIRED TEXTBOOKS AND MATERIAL
1. **Shaffer & Pinard. (2017).** *New Perspectives on Microsoft® Office 365 & Word 2016: Comprehensive, 1st edition*. **Cengage Learning.**

2. **Sabin, Strashok, Gardner, & Miller. (2014).** *The Gregg Reference Manual* **(9th Canadian ed.). McGraw-Hill Ryerson.**

3. **File folders, pens, pencils, looseleaf paper, large binder.**

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the University.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon University recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukonu.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these

accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC): lac@yukonu.ca.

TOPIC OUTLINE

Week	Date	Topic	Due (all assignments due by midnight on Sunday of the week assigned)
Week 1	Sept 7	Getting Started	Assignment 1
Week 2	Sept 14	Tutorial 1: Creating Documents, (Memos)	Assignment 2 Assignment 3
Week 3	Sept 21	Tutorial 1: Creating Documents (Letters)	Assignment 4
Week 4	Sept 28	Tutorial 2: Editing & Formatting Documents	Assignment 5
Week 5	Oct 5	Tutorial 2: Editing & Formatting Documents (continued)	Assignment 6
Week 6	Oct 12	Midway Review	Assignment 7
Week 7	Oct 19	Tutorial 3: Creating Multiple - Page Reports	Assignment 8 **Term Test 1**
Week 8	Oct 26	Tutorial 3: Creating Multiple-Page Reports (Tables & Tabs)	Assignment 9
Week 9	Nov 2	Tutorial 3: Creating Multiple-Page Reports (Reports)	
Week 10	Nov 9	Tutorial 3: Creating Multiple-Page Reports (Reports, continued)	Assignment 10
Week 11	Nov 16	Tutorial 4: Enhancing Page Layout and Design	Assignment 11 **Term Test 2**
Week 12	Nov 23	Tutorial 4: Mail Merge	Assignment 12
Week 13	Nov 30	Review/Practice Exam	
Week 14	Dec 7	Final Exam (Week of Dec 7-11)	**Final Exam**