

**COURSE OUTLINE**

**WP220**

**ADVANCED WORD PROCESSING**

3 **CREDITS**

PREPARED BY: Alissa Hosein-Jacob, Instructor DATE: December 4, 2019

APPROVED BY: Stephen Mooney, Interim Dean DATE: December 19, 2019

APPROVED BY ACADEMIC COUNCIL: Click or tap to enter a date

RENEWED BY ACADEMIC COUNCIL: Click or tap to enter a date





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Version 1.2 revised and approved by Academic Council: April 17, 2019

Academic Council, Governance Office

Academic Council MyYC: Policies, Procedures and Forms

**ADVANCED WORD PROCESSING**

**INSTRUCTOR: Alissa Hosein-Jacob OFFICE HOURS: M: 1:30-2:30 p.m.**

**OFFICE LOCATION: A2410 CLASSROOM: A2408**

**E-MAIL:** **ajacob@yukoncollege.yk.ca** **TIME: M, W, F, 10:30 a.m. to noon**

**TELEPHONE: 867-668-8777 DATES: January 6 to April 8, 2020**

**COURSE DESCRIPTION**

In this course, students will continue to apply the features of word processing using Microsoft Word to create more complex, error-free business documents. Students preparing for successful business careers need to acquire the necessary word processing skills essential to obtaining employment in an office setting.

Word Processing 220 is designed for students who must master the advanced functions of Microsoft Word in order to format and produce mailable business documents.

**PREREQUISITES**

WP 120 with a mark of 70% or higher

**LEARNING OUTCOMES**

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

Students will be able to operate Microsoft Word in order to

1. Create multi-page, multi-section reports with table of contents, using a template with styles
2. Create form letters, mailing labels, and phone lists using mail merge
3. Use tables to create complex business documents
4. Format advanced, complex business documents using desktop publishing principles and guidelines
5. Create and use templates with styles and macros
6. Create and use basic macros
7. Create online forms
8. Integrate Word with other programs and with the World Wide Web
9. Customize Word to automate work (macros, templates, Quick Parts, toolbars)

**COURSE FORMAT**

The format of the course will include lectures, demonstrations, and individual work. All sessions will take place in the lab.

Some graded assignments will be assigned from the text; others will be given to you by your instructor. In addition to the assignment work, there will be three term tests and one final examination.

**ASSESSMENTS:**

**Attendance & Participation**

Regular student attendance and participation are essential. The material covered in class will be cumulative, and missing a class will put a student at a serious disadvantage. A large number of skills must be mastered, and specific information must be understood.

If you do miss a class, please let the instructor know, in advance if possible, and the instructor can then tell you how to make up for the missed class. Upon returning to class after any absence, students are responsible for checking with the instructor for work or handouts missed during their absence.

**Assignments**

Each assignment must be presented in a professional manner, with pages in the correct order, in a separate file folder with the student’s name clearly printed on the folder tab. In addition to a printed version, all assignments will also be submitted electronically through Moodle before the specified due date. Late assignments must be e-mailed and have a subject line of “WP220, Assignment Description”. The description to use for any given assignment may be found in the Syllabus. Append “, B” or “, C” and so on for revised submissions (example: WP220, Review 1, C). Marks will be deducted for improperly presented work.

All assignments must be submitted **before the beginning of class** on the day requested 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, including weekends. The due date is considered Day 1. No assignment will be marked after the three-day penalty period.**

If you feel you have a valid reason why you should not be subject to the penalty, it is your responsibility, as soon as you return, 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 you will be absent, 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

• softcopy of documents not matching printouts handed in

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 three tests and a final exam.

The term tests and final exam must be written and completed within the scheduled class time. **In the rare instance that you might miss a term test, it is your responsibility to bring a doctor’s note or a written explanation and to see the instructor as soon as you return in order to arrange an alternate test time.** The test must be written within 5 days of your return. If no valid reason is given for missing a test, your mark for the test will be “0”.

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. The exam must be written within a week of your return.

Reference materials may be used during the exam.

**EVALUATION:**

|  |  |
| --- | --- |
| Assignments | 40% |
| Term Tests (3) | 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%

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, Millar, Strashok, & Sine. (2014). The Gregg Reference Manual (9th Canadian ed.). McGraw-Hill Ryerson.
3. File folders, flash drive, 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 College.

**YUKON FIRST NATIONS CORE COMPETENCY**

Yukon College 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 College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see [www.yukoncollege.yk.ca/yfnccr](http://www.yukoncollege.yk.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 College Academic Regulations (available on the Yukon College 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@yukoncollege.yk.ca.

**TOPIC OUTLINE**

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| --- | --- | --- | --- | --- |
|  | **Day of Week** | **Date** | **Tutorial** | **Due Dates** |
| 1 | Monday | Jan 6 | Preliminary Tutorial (Templates) |  |
| 2 | Wednesday | Jan 8 | Preliminary Tutorial Lab/Review |  |
| 3 | Friday | Jan 10 | Tutorial 5 Text (Working with Templates, Themes, and Styles) | **Preliminary Tutorial** |
| 4 | Monday | Jan 13 | Tutorial 5 Text  |  |
| 5 | Wednesday | Jan 15 | Tutorial 5 |  |
| 6 | Friday | Jan 17 | Tutorial 5 | **Tut 5 Text** |
| 7 | Monday | Jan 20 | Tutorial 5 |  |
| 8 | Wednesday | Jan 22 | Tutorial 5 Lab/Review |  |
| 9 | Monday | Jan 27 | Tutorial 6 Text (Using Mail Merge) | **Tut 5 Sup** |
| 10 | Wednesday | Jan 29 | Tutorial 6 Text |  |
| 11 | Friday | Jan 31 | Tutorial 6 |  |
| 12 | Monday | Feb 3 | Tutorial 6 | **Tut 6 Text** |
| 13 | Wednesday | Feb 5 | Tutorial 6  |  |
| 14 | Friday | Feb 7 | Tutorial 6 Lab/Review | **Tut 6 Sup** |
| 15 | Monday | Feb 10 | Tutorial 7 Text (Collaborating with Others and Integrating Data) |  |
| 16 | Friday | Feb 14 | Tutorial 7 Text |  |
| 17 | Monday | Feb 17 | Term Test 1 (up to and including Tutorial 6) |  |
| 18 | Wednesday | Feb 19 | Tutorial 7 |  |
| 19 | Monday | Feb 24 | Tutorial 7 |  |
| 20 | Wednesday | Feb 26 | Tutorial 7 Lab/Review |  |
| 21 | Friday | Feb 28 | Tutorial 8 Text (Customizing Word and Automating Your Work) | **Tut 7 Sup** |
| 22 | Monday | Mar 2 | Tutorial 8 Text |  |
| 23 | Wednesday | Mar 4 | Tutorial 8 Text |  |
| 24 | Friday | Mar 6 | Tutorial 8 Text |  |
| 25 | Monday | Mar 9 | Tutorial 8 | **Tut 8 Text** |
| 26 | Wednesday | Mar 11 | Tutorial 8 Lab/Review |  |
| 27 | Friday | Mar 13 | Tutorial 9 Text (Creating Online Forms Using Advanced Table Techniques) | **Tut 8 Sup** |
| 28 | Monday | Mar 23 | Tutorial 9 Text |  |
| 29 | Wednesday | Mar 25 | Tutorial 9 Text |  |
| 30 | Friday | Mar 27 | Term Test 2 (up to and incl. Tut 7 & only Tut 8 Sup) |  |
| 31 | Monday | Mar 30 | Tutorial 9 Text |  |
| 32 | Wednesday | Apr 1 | Tutorial 9 Lab/Review | **Tut 9 Text** |
| 33 | Friday | Apr 3 | Term Test 3 (up to and including Tutorial 8) |  |
| 34 | Monday | Apr 6 | Exam Review |  |
| 35 | Wednesday | Apr 8 | Exam Review |  |
| 36 | Wednesday | **Apr 15** | **Final Exam** |  |