



COURSE OUTLINE

WP220

ADVANCED WORD PROCESSING

**56 HOURS
3 CREDITS**

PREPARED BY: Alissa Hosein-Jacob, Instructor

DATE: November, 2017

APPROVED BY: Margaret Dumkee, Dean

DATE: November, 2017

APPROVED BY ACADEMIC COUNCIL

RENEWED BY ACADEMIC COUNCIL



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ADVANCED WORD PROCESSING

INSTRUCTOR: Alissa Hosein-Jacob

OFFICE HOURS: W: 1:15 -2:15 p.m.

OFFICE LOCATION: A2410

CLASSROOM: A2408

E-MAIL: ajacob@yukoncollege.yk.ca

TIME: Monday, Wednesday, Friday
(Time vary by week, consult your
schedule)

TELEPHONE: 867-668-8777

DATES: January 3 to April 16

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

CL 100 with a mark of 70% or higher
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 (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 midterms 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

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%
Midterm Exams (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 MATERIALS

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, pens, pencils, looseleaf paper, large binder.

FINAL POINT FOR WITHDRAWAL

Students may officially withdraw from a course or program without academic penalty until one half of the course contact hours have been completed. Specific withdrawal dates vary.

The last day that a student may formally withdraw from the course without academic penalty is **Friday, March 9th**.

In order to withdraw, a student must submit an official withdrawal form obtained from the Registrar's Office, or a dated letter, clearly outlining the course name, number and section, and signed by the student.

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 students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper 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.

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) at (867) 668-8785 or lassist@yukoncollege.yk.ca.

TOPIC OUTLINE (subject to Revision)

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