YukonCollege

COURSE OUTLINE

WP220Z

ADVANCED WORD PROCESSING

56 HOURS
3 CREDITS

PREPARED BY: Alissa Hosein-Jacob, Instructor DATE: December 18, 2018

APPROVED BY: Margaret Dumkee, Dean   DATE: December 18, 2018

ADVANCED WORD PROCESSING

INSTRUCTOR: Alissa Hosein-Jacob

OFFICE HOURS: F – 9-10 a.m.

OFFICE LOCATION: A2410 (Ayamdigut)

CLASSROOM: Online (asynchronous)

E-MAIL: ajacob@yukoncollege.yk.ca

TIME: Online (asynchronous)

TELEPHONE: 867-668-8777

DATES: January 7 to April 10

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 (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)

DELIVERY METHODS

WP 220 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 http://moodle.yukoncollege.yk.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 College email addresses and the moodle.yukoncollege.yk.ca course website. The use of the moodle.yukoncollege.yk.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 three term tests and one final examination.

ASSESSMENTS

Assignments

This course includes 10 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
- 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 date and time.

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.

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 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. Flash drive, 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 8th.**

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.

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.

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.

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 (subject to Revision)

Week	Date	Topic	Due (all assignments due by midnight Sunday of the week assigned)
Week 1	Jan 7	Getting Started-Preliminary Tutorial	Assignment 1
Week 2	Jan 14	Tutorial 5: Styles and Tables of Contents	Assignment 2
Week 3	Jan 21	Tutorial 5: Styles and Tables of Contents (continued)	Assignment 3
Week 4	Jan 28	Tutorial 5: Styles and Tables of Contents (continued)	Assignment 4
Week 5	Feb 4	Tutorial 6: Form Letters and Mailing Labels	Assignment 5
Week 6	Feb 11	Tutorial 6: Form Letters and Mailing Labels (continued)	Assignment 6
Week 7	Feb 18	Reading Week	
Week 8	Feb 25	Tutorial 7: Collaborating with Others and Integrating Data	**Term Test 1**
Week 9	Mar 4	Tutorial 7: Collaborating with Others and Integrating Data (continued)	Assignment 7
Week 10	Mar 11	Tutorial 8: Customizing Word and Automating Your Work	Assignment 8
Week 11	Mar 18	Tutorial 8: Customizing Word and Automating Your Work (continued)	Assignment 9
Week 12	Mar 25	Tutorial 9: Creating Online Forms Using Advanced Table Techniques	Assignment 10
Week 13	April 1	Exam Review	**Term Test 2**
Week 14	April 8	Exam Review	**Term Test 3**
Week 15	April 15	Final Exam (Week of Apr 15-18)	**Final Exam**