



COURSE OUTLINE

WP120B

BEGINNING WORD PROCESSING

3 CREDITS

PREPARED BY: Alissa Hosein-Jacob, Instructor

DATE: May 10, 2019

APPROVED BY: Margaret Dumke, Dean

DATE: June 4, 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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Academic Council, Governance Office
Academic Council MyYC: Policies, Procedures and Forms

BEGINNING WORD PROCESSING

INSTRUCTOR: Alissa Hosein-Jacob	OFFICE HOURS: M. 12:30-1:30 p.m.
OFFICE LOCATION: A2410	CLASSROOM: A2408
E-MAIL: ajacob@yukoncollege.yk.ca	TIME: M,W,F, 10:30 am to 12:00 pm
TELEPHONE: 867-668-8777	DATES: Sep 11, 2019 to Dec 6, 2019

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, and save documents in an orderly, logical manner*

COURSE FORMAT

WP 120 is a 51-hour course. In addition, students are expected to spend additional lab time practising the functions and working on reinforcement exercises and assignments in order to master the required skills.

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 two 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.yukoncollege.yk.ca (Moodle) before the specified due date. Late assignments must be e-mailed and have a subject line of "**WP120B, 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: *WP120B, 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. 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 two tests and a final exam.

The term tests and final exam must be written and completed within the scheduled class 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. The exam must be written within a week of your return.

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 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.

DIVISION OF APPLIED SCIENCE AND MANAGEMENT
 WP120B
 Credit Course
 Fall, 2019

TOPIC OUTLINE

Day of Week	Date	Tutorial	Due Dates (at start of class)
Wednesday	Sep 11	Introduction, Start-Up Guide	
Friday	Sep 13	Start-Up Guide (cont'd)	
Monday	Sep 16	Tutorial 1 Text (Creating Documents)	"About Me.docx"
Wednesday	Sep 18	Tutorial 1 Text	
Friday	Sep 20	Tutorial 1 Sup, Memos	Tutorial 1 Text
Monday	Sep 23	Tutorial 1 Sup, Memos	
Wednesday	Sep 25	Tutorial 1 Sup, Letters	Tutorial 1 Sup, Memos
Friday	Sep 27	Tutorial 1 Sup, Letters	
Monday	Sep 30	Lab/Review	Tutorial 1 Sup, Letters (end of class)
Friday	Oct 4	Tutorial 2 Text (Editing & Formatting Documents)	
Monday	Oct 7	Tutorial 2 Text	
Wednesday	Oct 9	Tutorial 2 Sup	Tutorial 2 Text
Wednesday	Oct 16	Tutorial 2 Sup (Midway Review)	
Friday	Oct 18	Tutorial 2 Sup (Midway Review)	Tutorial 2 Sup,
Monday	Oct 21	Lab/Review	Review (end of class)
Wednesday	Oct 23	Tutorial 3 Text (Creating Multiple-Page Reports)	
Friday	Oct 25	Tutorial 3 Text	
Monday	Oct 28	Term Test 1 (Tutorial 1 & 2)	
Wednesday	Oct 30	Tutorial 3 Sup, Tables & Tabs	
Monday	Nov 4	Tutorial 3 Sup, Tables & Tabs	Tutorial 3 Text
Wednesday	Nov 6	Tutorial 3 Sup, Tables & Tabs	
Friday	Nov 8	Tutorial 3 Sup, Reports	Tutorial 3 Sup, Tables & Tabs
Wednesday	Nov 13	Tutorial 3 Sup, Reports	
Friday	Nov 15	Tutorial 3 Sup, Reports	
Monday	Nov 18	Tutorial 3 Sup, Reports	
Wednesday	Nov 20	Lab/Review	Tutorial 3 Sup, Reports (end of class)
Friday	Nov 22	Tutorial 4 Text (Enhancing Page Layout and Design)	
Monday	Nov 25	Term Test 2 (Tutorials 1, 2, & 3)	
Wednesday	Nov 27	Tutorial 4 Text	
Friday	Nov 29	Tutorial 4 Sup (Using Mail Merge)	Tutorial 4 Text
Monday	Dec 2	Tutorial 4 Sup	
Wednesday	Dec 4	Tutorial 4 Sup	Tutorial 4 Text
Friday	Dec 6	Lab/Review	Tutorial 4 Sup (end of class)
		Final Exam (Week of Dec 9-13)	