



COURSE OUTLINE

WP 120B

BEGINNING WORD PROCESSING

**51 HOURS
3 CREDITS**

PREPARED BY: _____
Alissa Hosein-Jacob, Instructor

DATE: _____

APPROVED BY: _____
Jeff Wolosewich, Dean

DATE: _____

YUKON COLLEGE

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Course Outline prepared by Alissa Hosein-Jacob, 10 March 2011.

Yukon College
P.O. Box 2799
Whitehorse, YT
Y1A 5K4

**BEGINNING WORD PROCESSING
(WP 120B)**

INSTRUCTOR: Alissa Hosein-Jacob
OFFICE HOURS: By Appointment
OFFICE LOCATION: A2431
TELEPHONE: 668-8758
FAX: 668-5210
E-MAIL: ajacob@yukoncollege.yk.ca

COURSE DATES: September 15, 2010 – December 15, 2010
COURSE DAYS & TIMES: Monday, Wednesday & Friday, 10:30-noon
(consult timetable)
COURSE ROOM: A2704
COURSE LENGTH: 51 hours
COURSE CREDITS: 3
PREREQUISITES: CL100 with a mark of 70% or higher

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.

LEARNING OUTCOMES

After completing 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.

Upon completion of this course, students will be able to operate Microsoft Word in order 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
7. Save documents in an orderly, logical manner

DELIVERY 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 two term tests and one final examination.

COURSE LENGTH

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.

COURSE REQUIREMENTS / EVALUATION

Attendance

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. E-mailed assignments must 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*). Please e-mail assignments from the computer lab. *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.

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.

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

Determination of Final Mark

A final mark for the course will be assigned on the following basis:

	Percentage
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.

GRADES ON TRANSCRIPT

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 MATERIALS

1. *Microsoft Word 2003, Comprehensive, New Perspectives*, Zimmerman, Zimmerman, Shaffer, Thomson Course Technology, 2006.
2. *The Gregg Reference Manual*, Eight Canadian Edition, Sabin, Millar, Sine, Strashok, McGraw-Hill Ryerson, 2010.
3. File folders, pens, pencils, looseleaf paper, large binder.

CHALLENGING THE COURSE

Should you feel that you already know the material to be covered in this course, you should speak to your instructor about challenging the course. You may challenge the exam ONCE and ONLY ONCE. The exam must be taken on or before **Friday, October 8th**. **The College Challenge Exam Fee will apply.**

If you successfully challenge the final exam, you will receive a “CC” on your transcript. **The passing standard is 80%.** If you do not meet the passing standard, you are required to complete the whole course in the usual manner. You may use reference materials when challenging the final exam.

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, October 29th**.

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.