



COURSE OUTLINE

WP120B

BEGINNING WORD PROCESSING

**51 HOURS
3 CREDITS**

PREPARED BY: Alissa Hosein-Jacob DATE: June 28, 2016

APPROVED BY: Margaret Dumkee DATE: June 29, 2016

APPROVED BY ACADEMIC COUNCIL:

RENEWED BY ACADEMIC COUNCIL:



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BEGINNING WORD PROCESSING

INSTRUCTOR: Alissa Hosein-Jacob

OFFICE HOURS: W, F, 12-1 p.m.

OFFICE LOCATION: A2410

CLASSROOM: A2408

E-MAIL: ajacob@yukoncollege.yk.ca

TIME: M,W,F, 10:30 a.m. to noon

TELEPHONE: 668-8777

DATES: Sep 14, 2016 to Dec 9, 2016

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

CL100 with a mark of 70% or higher

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, 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

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 MyYC 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 MATERIALS

1. Zimmerman, Zimmerman, Shaffer, & Pinard. (2016). *New Perspectives on Microsoft Word 2013 Comprehensive Enhanced Edition* (1st ed.). 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.

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 7th. 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 Thursday, November 10th.

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 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

| Day of Week | Date | Tutorial | Due Dates (at start of class) |
|---------------------|--------------------------|--|---|
| Wednesday Monday | Sep 14 (B) Sep 19 (A) | Introduction, Start-Up Guide | |
| Friday | Sep 23 | Start-Up Guide (cont'd) | |
| Monday | Sep 26 | Tutorial 1 Text (Creating Documents) | "About Me.docx" |
| Wednesday | Sep 28 | Tutorial 1 Text | |
| Friday | Sep 30 | Tutorial 1 Sup, Memos | Tutorial 1 Text |
| Monday | Oct 3 | Tutorial 1 Sup, Memos | |
| Wednesday | Oct 5 | Tutorial 1 Sup, Letters | Tutorial 1 Sup, Memos |
| Wednesday | Oct 12 | Tutorial 1 Sup, Letters | |
| Friday | Oct 14 | Lab/Review | Tutorial 1 Sup, Letters (end of class) |
| Monday | Oct 17 | Tutorial 2 Text (Editing & Formatting Documents) | |
| Wednesday | Oct 19 | Tutorial 2 Text | |
| Friday | Oct 21 | Tutorial 2 Sup | Tutorial 2 Text |
| Monday | Oct 24 | Tutorial 2 Sup | |
| Wednesday | Oct 26 | Tutorial 2 Sup | |
| Friday | Oct 28 | Lab/Review | Tutorial 2 Sup, Review (end of class) |
| Monday | Oct 31 | Term Test 1 (Tutorial 1 & 2) | |
| Wednesday | Nov 2 | Tutorial 3 Text (Creating Multiple-Page Reports) | |
| Friday | Nov 4 | Tutorial 3 Text | |
| Monday | Nov 7 | Tutorial 3 Sup, Tables & Tabs | |
| Wednesday | Nov 9 | Tutorial 3 Sup, Tables & Tabs | Tutorial 3 Text |
| Monday | Nov 14 | Tutorial 3 Sup, Tables & Tabs | |
| Wednesday | Nov 16 | Tutorial 3 Sup, Reports | Tutorial 3 Sup, Tables & Tabs |
| Friday | Nov 18 | Tutorial 3 Sup, Reports | |
| Monday | Nov 21 | Tutorial 3 Sup, Reports | |
| Wednesday | Nov 23 | Tutorial 3 Sup, Reports | |
| Friday | Nov 25 | Lab/Review | Tutorial 3 Sup, Reports (end of class) |
| Monday | Nov 28 | Tutorial 4 Text (Mail Merge) | |
| Wednesday | Nov 30 | Term Test 2 (Tutorials 1, 2, & 3) | |
| Friday | Dec 2 | Tutorial 4 Text | |
| Monday | Dec 5 | Tutorial 4 Sup | Tutorial 4 Text |
| Wednesday | Dec 7 | Tutorial 4 Sup | |
| Friday | Dec 9 | Lab/Review | Tutorial 4 Sup (end of class) |
| | | Final Exam (Week of Dec 12-16) | |