



School of Business and Leadership  
**WP120 (Section 001)**  
**Beginning Word Processing**  
Term: Fall 2021  
Number of Credits: 3

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## Course Outline

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**INSTRUCTOR:** Alissa Hosein-Jacob

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**PHONE:** 668-8777

**OFFICE LOCATION:** A2410 (Ayamdigut)

**OFFICE HOURS:** Tuesdays, 9-10 a.m. and Fridays, 10:30-11:30 a.m.

**CLASSROOM:** A2408

**TIME:** M, W, F: 9-10:30 a.m.

**DATES:** September 8 to December 8, 2021

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### 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.

### COURSE REQUIREMENTS

Prerequisite(s): 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, save documents in an orderly, logical manner

## **COURSE FORMAT**

### **Delivery 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

## **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)

## **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.yukonu.ca (Moodle) before the specified due date. Late assignments must be e-mailed and have a subject line of "**WP120, 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: *WP120, 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, 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

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 date and 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. Contact your instructor as soon as possible to reschedule your exam.

## COURSE WITHDRAWAL INFORMATION

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. Refer to the YukonU website for important dates.

The last day that a student may formally withdraw from this course without academic penalty is **Friday, November 5<sup>th</sup>**.

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.

## TEXTBOOKS & LEARNING MATERIALS

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.

## **YUKON FIRST NATIONS CORE COMPETENCY**

Yukon University 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 University program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see [www.yukonu.ca/yfnccr](http://www.yukonu.ca/yfnccr).

## **ACADEMIC INTEGRITY**

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

## **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 University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations by contacting the Learning Assistance Centre (LAC): [LearningAssistanceCentre@yukonu.ca](mailto:LearningAssistanceCentre@yukonu.ca).

**TOPIC OUTLINE\***

<b>Day of Week</b>	<b>Date</b>	<b>Tutorial</b>	<b>Due Dates (at start of class)</b>
Wednesday	Sep 8	Introduction, Start-Up Guide	
Friday	Sep 10	Start-Up Guide (cont'd)	
Monday	Sep 13	Tutorial 1 Text (Creating Documents)	"About Me.docx"
Wednesday	Sep 15	Tutorial 1 Text	
Friday	Sep 17	Tutorial 1 Sup, Memos	Tutorial 1 Text
Monday	Sep 20	Tutorial 1 Sup, Memos	
Wednesday	Sep 22	Tutorial 1 Sup, Letters	Tutorial 1 Sup, Memos
Friday	Sep 24	Tutorial 1 Sup, Letters	
Monday	Sep 27	Lab/Review	Tutorial 1 Sup, Letters (end of class)
Wednesday	Sep 29	Tutorial 2 Text (Editing & Formatting Documents)	
Friday	Oct 1	<b>No Class – BUSM100 Final Exam</b>	
Monday	Oct 4	Tutorial 2 Text	
Wednesday	Oct 6	Tutorial 2 Sup	Tutorial 2 Text
Friday	Oct 8	No scheduled classes	
Monday	Oct 11	<b>No Class - Thanksgiving</b>	
Wednesday	Oct 13	Tutorial 2 Sup (Midway Review)	Tutorial 2 Sup,
Friday	Oct 15	Tutorial 2 Sup (Midway Review)	Review (end of class)
Monday	Oct 18	Lab/Review	
Wednesday	Oct 20	Review for Term Test 1	
Friday	Oct 22	<b>Term Test 1 (Tutorial 1 &amp; 2)</b>	
Monday	Oct 25	<b>No class – MICR100 Final Exam</b>	
Wednesday	Oct 27	Tutorial 3 Text (Creating Multiple-Page Reports)	
Friday	Oct 29	Tutorial 3 Text	
Monday	Nov 1	Tutorial 3 Sup, Tables & Tabs	Tutorial 3 Text
Wednesday	Nov 3	Tutorial 3 Sup, Tables & Tabs	

Day of Week	Date	Tutorial	Due Dates (at start of class)
Friday	Nov 5	Tutorial 3 Sup, Tables & Tabs	
Monday	Nov 8	Tutorial 3 Sup, Reports	Tutorial 3 Sup, Tables & Tabs
Wednesday	Nov 10	Tutorial 3 Sup, Reports	
Friday	Nov 12	Tutorial 3 Sup, Reports	
Monday	Nov 15	Tutorial 3 Sup, Reports	
Wednesday	Nov 17	Lab/Review	Tutorial 3 Sup, Reports (end of class)
Friday	Nov 19	Tutorial 4 Text (Enhancing Page Layout and Design)	
Monday	Nov 22	Tutorial 4 Text	
Wednesday	Nov 24	Review for Term Test 2	
Friday	Nov 26	<b>Term Test 2 (Tutorials 1, 2, &amp; 3)</b>	
Monday	Nov 29	Tutorial 4 Sup (Using Mail Merge)	Tutorial 4 Text
Wednesday	Dec 1	Tutorial 4 Sup	
Friday	Dec 3	Tutorial 4 Sup	
Monday	Dec 6	Lab/Review	Tutorial 4 Sup (end of class)
Wednesday	Dec 8	Final Exam Review	
Friday	Dec 10	<b>No Class – MICR105 Final</b>	
Monday	Dec 13	<b>Final Exam</b>	

\*This tentative schedule is subject to change.