| | School of Business and Leadership |
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| **Yukon University** | **WP 120 (Section 001)**<br>**Beginning Word Processing** |
| | **Term: Fall 2023**<br>**Number of Credits: 3** |
| | **Course Outline** |

**INSTRUCTOR: Alissa Hosein-Jacob**
**E-MAIL: ajacob@yukonu.ca**
**PHONE: 668-8777**
**OFFICE LOCATION: A2410 (Ayamdigut)**
**OFFICE HOURS: Tuesdays, 9-10 a.m. and Fridays, 10:30-11:30 a.m.**
**CLASSROOM: Online (asynchronous)**
**TIME: Online (asynchronous)**
**DATES: September 6 to December 4, 2023**

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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**

**Weekly breakdown of instructional hours**

WP 120 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.

**Delivery format**

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 https://moodle.yukonu.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 University email addresses and the moodle.yukonu.ca course website. The use of the moodle.yukonu.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 two term tests and one final examination.

**EVALUATION**

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| 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:**

**Assignments**

This course includes 12 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.

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**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.

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**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

**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.

The last day that a student may formally withdraw from this course without academic penalty is **Thursday, November 2nd.**

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 (2023). New Perspectives Collection, Microsoft® 365® & Word® 2021 Comprehensive, 1st Edition, Cengage Learning.

2. Sabin, Gardner, & Strashok. (2022). The Gregg Reference Manual (10th Canadian ed.). McGraw-Hill Canada.

**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.

**ACCESSIBILITY AND ACADEMIC ACCOMMODATION**

Yukon University is committed to providing a positive, supportive, and barrier-free academic environment for all its students.  Students experiencing barriers to full participation due to a visible or hidden disability (including hearing, vision, mobility, learning disability, mental health, chronic or temporary medical condition), should contact Accessibility Services for resources or to arrange academic accommodations: access@yukonu.ca.

**TOPIC OUTLINE**

| Week | Date | Topic | Due (all assignments due by midnight on |
|------|------|-------|------------------------------------------|
|      |      |       |                                          |

| | | | Sunday of the week assigned) |
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| Week 1 | Sept 4 | Getting Started | Assignment 1 |
| Week 2 | Sept 11 | Tutorial 1: Creating Documents, (Memos) | Assignment 2 Assignment 3 |
| Week 3 | Sept 18 | Tutorial 1: Creating Documents (Letters) | Assignment 4 |
| Week 4 | Sept 25 | Tutorial 2: Editing & Formatting Documents | Assignment 5 |
| Week 5 | Oct 2 | Tutorial 2: Editing & Formatting Documents (continued) | Assignment 6 |
| Week 6 | Oct 9 | Midway Review | Assignment 7 |
| Week 7 | Oct 16 | Tutorial 3: Creating Multiple - Page Reports | Assignment 8 **Term Test 1 (Oct 18)** |
| Week 8 | Oct 23 | Tutorial 3: Creating Multiple-Page Reports (Tables & Tabs) | Assignment 9 |
| Week 9 | Oct 30 | Tutorial 3: Creating Multiple-Page Reports (Reports) | |
| Week 10 | Nov 6 | Tutorial 3: Creating Multiple-Page Reports (Reports, continued) | Assignment 10 |
| Week 11 | Nov 13 | Tutorial 4: Enhancing Page Layout and Design | Assignment 11 |
| Week 12 | Nov 20 | Tutorial 4: Mail Merge | Assignment 12 **Term Test 2 (Nov 22)** |
| Week 13 | Nov 27 | Review/Practice Exam | |
| Week 14 | Dec 4 | Review/Practice Exam | |
| Week 15 | Dec 11 | Final Exam (**December 11**) | **Final Exam** |