



School of Business and Leadership
WP120 (Section 002)
Beginning Word Processing
Term: Fall 2021
Number of Credits: 3

Course Outline

INSTRUCTOR: Alissa Hosein-Jacob

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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 8 to December 8, 2021

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 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.

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

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.

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 5th**.

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.

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.

TOPIC OUTLINE*

Week	Date	Topic	Due (all assignments due by midnight on Sunday of the week assigned)
Week 1	Sept 6	Getting Started	Assignment 1
Week 2	Sept 13	Tutorial 1: Creating Documents, (Memos)	Assignment 2 Assignment 3
Week 3	Sept 20	Tutorial 1: Creating Documents (Letters)	Assignment 4
Week 4	Sept 27	Tutorial 2: Editing & Formatting Documents	Assignment 5
Week 5	Oct 4	Tutorial 2: Editing & Formatting Documents (continued)	Assignment 6
Week 6	Oct 11	Midway Review	Assignment 7
Week 7	Oct 18	Tutorial 3: Creating Multiple - Page Reports	Assignment 8 Term Test 1
Week 8	Oct 25	Tutorial 3: Creating Multiple-Page Reports (Tables & Tabs)	Assignment 9
Week 9	Nov 1	Tutorial 3: Creating Multiple-Page Reports (Reports)	
Week 10	Nov 8	Tutorial 3: Creating Multiple-Page Reports (Reports, continued)	Assignment 10
Week 11	Nov 15	Tutorial 4: Enhancing Page Layout and Design	Assignment 11
Week 12	Nov 22	Tutorial 4: Mail Merge	Assignment 12 Term Test 2
Week 13	Nov 29	Review/Practice Exam	
Week 14	Dec 6	Review/Practice Exam	
Week 15	Dec 13	Final Exam (December 13)	Final Exam

*This tentative schedule is subject to change.