

	<b>School of Business &amp; Leadership</b>
	<b>WP220</b>
	<b>Advanced Word Processing</b>
	<b>Term: Winter 2024 (2023-02)</b>
	<b>Number of Credits:3</b>
<b>Course Outline</b>	

**INSTRUCTOR:** Alissa Hosein-Jacob

**OFFICE LOCATION:** A2410 (Ayamdigut)

**E-MAIL:** [ajacob@yukonu.ca](mailto:ajacob@yukonu.ca)

**TELEPHONE:** 867.668.8777

**OFFICE HOURS:** M, W: 10:30-11:00 am (or by appt.)

**CLASSROOM:** N/A (Online via Zoom)

**TIME:** M, W: 1-2 pm (Optional)

**DATES:** January 3 – April 10, 2024

## COURSE DESCRIPTION

In this course, students will continue to apply the features of word processing using Microsoft Word to create more complex, error-free business documents. Students preparing for successful business careers need to acquire the necessary word processing skills essential to obtaining employment in an office setting.

Word Processing 220 is designed for students who must master the advanced functions of Microsoft Word in order to format and produce mailable business documents.

## COURSE REQUIREMENTS

Prerequisite(s): Completion of WP 120 with a mark of 70% or higher

## EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:

<https://www.yukonu.ca/admissions/transfer-credit>

## LEARNING OUTCOMES

Upon successful completion of the course, students will be able to apply the advanced functions of word processing using Microsoft Word to produce error-free and industry-standard formatted documents.

Students will be able to operate Microsoft Word in order to

1. Create multi-page, multi-section reports with table of contents, using a template with styles
2. Create form letters, mailing labels, and phone lists using mail merge
3. Use tables to create complex business documents
4. Format advanced, complex business documents using desktop publishing principles and guidelines
5. Create and use templates with styles and macros
6. Create and use basic macros

7. Create online forms
8. Integrate Word with other programs and with the World Wide Web
9. Customize Word to automate work (macros, templates, Quick Parts, toolbars)

## **COURSE FORMAT**

### **Weekly breakdown of instructional hours**

WP 220 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 <http://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 class meetings, 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](http://moodle.yukonu.ca) course website. The use of the [moodle.yukonu.ca](http://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 three term tests and one final examination.

## **EVALUATION**

Assignments	40 %
Term Tests (3)	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%
- F = under 60% (Fail)

## Assignments

This course includes 10 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. 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.

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 three tests and a final exam.

The term tests and final exam must be written and completed within the scheduled date and time.

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.

Reference materials may be used during the exam.

## **COURSE WITHDRAWAL INFORMATION**

Refer to the YukonU website for important dates. The Winter 2024 withdrawal date is: Thursday, March 7<sup>th</sup>.

## **TEXTBOOKS & LEARNING MATERIALS**

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

## **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](mailto:access@yukonu.ca) for resources or to arrange academic accommodations: [access@yukonu.ca](mailto:access@yukonu.ca).

## TOPIC OUTLINE

Week	Date	Topic	Due (all assignments due by midnight Sunday of the week assigned)
Week 1	Jan 1	Getting Started-Preliminary Tutorial	
Week 2	Jan 8	Getting Started-Preliminary Tutorial (continued)	Assignment 1
Week 3	Jan 15	Tutorial 5: Styles and Tables of Contents	Assignment 2
Week 4	Jan 22	Tutorial 5: Styles and Tables of Contents (continued)	Assignment 3
Week 5	Jan 29	Tutorial 5: Styles and Tables of Contents (continued)	Assignment 4
Week 6	Feb 5	Tutorial 6: Form Letters and Mailing Labels	Assignment 5
Week 7	Feb 12	Tutorial 6: Form Letters and Mailing Labels (continued)	Assignment 6
Week 8	Feb 19	<b>Reading Week</b>	
Week 9	Feb 26	Tutorial 7: Collaborating with Others and Integrating Data	<b>Term Test 1 (Feb 28)</b>
Week 10	Mar 4	Tutorial 7: Collaborating with Others and Integrating Data (continued)	Assignment 7
Week 11	Mar 11	Tutorial 8: Customizing Word and Automating Your Work	Assignment 8
Week 12	Mar 18	Tutorial 8: Customizing Word and Automating Your Work (continued)	Assignment 9
Week 13	Mar 25	Tutorial 9: Creating Online Forms Using Advanced Table Techniques	Assignment 10 <b>Term Test 2 (Mar 20)</b>
Week 14	Apr 1	Exam Review	<b>Term Test 3 (Apr 3-)</b>
Week 15	Apr 8	<b>Final Exam (Friday, April 12<sup>th</sup>)</b>	<b>Final Exam</b>