	School of Business & Leadership
Yukon University	**WP220**
	Advanced Word Processing
	Term: Winter 2025 (2024-02)
	Number of Credits:3
	Course Outline

INSTRUCTOR: Alissa Hosein-Jacob   **OFFICE HOURS:** By appointment
OFFICE LOCATION: A2410 (Ayamdigut)   **CLASSROOM:** N/A (Online via Zoom)
E-MAIL: ajacob@yukonu.ca   **TIME:** M, W: 1-2:30 pm (async**)**
TELEPHONE: 867.668.8777   **DATES:** January 6 – April 11, 2025

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 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 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.

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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 2025 withdrawal date is: Thursday, March 13th.

TEXTBOOKS & LEARNING MATERIALS

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

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.

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 Sunday of the week assigned)
Week 1	Jan 6	Getting Started-Preliminary Tutorial	
Week 2	Jan 13	Getting Started-Preliminary Tutorial (continued)	Assignment 1
Week 3	Jan 20	Tutorial 5: Styles and Tables of Contents	Assignment 2
Week 4	Jan 27	Tutorial 5: Styles and Tables of Contents (continued)	Assignment 3
Week 5	Feb 3	Tutorial 5: Styles and Tables of Contents (continued)	Assignment 4
Week 6	Feb 10	Tutorial 6: Form Letters and Mailing Labels	Assignment 5
Week 7	Feb 17	**Reading Week**	
Week 8	Feb 24	Tutorial 6: Form Letters and Mailing Labels (continued)	Assignment 6
Week 9	Mar 3	Tutorial 7: Collaborating with Others and Integrating Data	**Term Test 1 (Mar 7)**
Week 10	Mar 10	Tutorial 7: Collaborating with Others and Integrating Data (continued)	Assignment 7
Week 11	Mar 17	Tutorial 8: Customizing Word and Automating Your Work	Assignment 8
Week 12	Mar 24	Tutorial 8: Customizing Word and Automating Your Work (continued)	Assignment 9
Week 13	Mar 31	Tutorial 9: Creating Online Forms Using Advanced Table Techniques	Assignment 10 **Term Test 2 (Apr 4)**
Week 14	Apr 7	Exam Review	**Term Test 3 (Apr 9-)**
Week 15	Apr 14	**Final Exam (Monday, April 14th)**	**Final Exam**