

**JAMESTOWN COMMUNITY COLLEGE**  
**State University of New York**

---

**MASTER COURSE SYLLABUS**

**Course Title:** Intro Electronic Word Process

**Course Abbreviation and Number:** CSC 1320

**Credit Hours:** 1 credit hour.

**Course Type:** Lecture

**Course Description:** Students will learn fundamental concepts of electronic word processing including creating, editing, formatting, printing, spell checking, and grammar checking documents. Students implement solutions to assigned problems using software such as Microsoft Word. This course is appropriate for students in any discipline and requires no prior computer experience. A student enrolled concurrently in or with prior credit in CSC 1560 cannot apply this course toward graduation.

No requisites.

---

**Student Learning Outcomes:**

Students who demonstrate understanding can:

1. Create, edit, format and save a word processing document
2. Insert and resize Clip Art and pictures in a Word document
3. Insert Headers and footers into a Word document
4. Create and use tables in a Word document

---

**Topics Covered:**

- Creating and Editing a Word Document
  - Insert graphics
  - Print and save a document
- Organizing text in a document
  - Change document and paragraph layouts
- Insert headers and footers
- Using Graphics and Tables
- Formatting a document
  - Special formats
  - Column formats

---

**Information for Students**

- Expectations of Students
  - Civility Statement (<http://www.sunyjcc.edu/current-students/classroom-civility>)
  - Student Responsibility Statement (<http://www.sunyjcc.edu/academics/student-responsibility>)
  - Academic Integrity (<http://www.sunyjcc.edu/faculty-staff/academic-integrity>)
- Disability/Special Services
  - Any student who requires accommodations to complete the requirements and expectations of this course because of a disability should make their needs known to the Coordinator of Accessibility Services, 716.338.1251.
- Emergency Closing Procedures (<http://www.sunyjcc.edu/student-life/campus-safety/jcc-alert>)
- Course grade is determined by the instructor based on a combination of factors, including but not limited to, homework, quizzes, exams, projects, and participation. Final course grade can be translated into a grade point value according to the following:

A=4.0	B+=3.5	B=3	C+=2.5	C=2	D+=1.5	D=1	F=0
-------	--------	-----	--------	-----	--------	-----	-----

- Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, VA appointments) are welcome and encouraged to communicate these to the instructor.

---

**Effective Date:** Fall 2019