JAMESTOWN COMMUNITY COLLEGE
State University of New York

INSTITUTIONAL COURSE SYLLABUS

Course Title: Word Processing

Course Abbreviation and Number: BUS 1320   **Credit Hours:** 3   **Course Type:** Lecture

Course Description: Students will learn to create, edit, save, and print documents. Preparation of business letters and reports will enhance basic and production skills and office simulation activities. The ability to produce and edit professional business documents is strengthened. The course provides hands-on training in word processing software.

Prerequisite: BUS 1220.

Student Learning Outcomes:

Students who demonstrate understanding can:
1. Format and edit memos, block and modified block business letters.
2. Format unbound, left-bound and multiple page reports with reference pages.
3. Create tables, change table structure, format tables and create tables within documents.
4. Produce documents with graphics, clip art, SmartArt, WordArt, borders and columns.

Topics Covered:

- Word processing basics
- Business letter formats
- Simple reports
- Table basics
- Edit business document
- Newsletters and electronic communications
- Selkirk communications
- Document review
- Mail merge
- Enhance document format
- Tables

Information for Students

- Expectations of Students
  - Civility Statement
  - Student Responsibility Statement
  - Academic Integrity Statement
- Accessibility Services
  Students who require accommodations to complete the requirements and expectations of this course because of a disability must make their accommodation requests to the Accessibility Services Coordinator.
- Get Help: JCC & Community Resources
- Emergency Closing Procedures
- 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 2021