

JAMESTOWN COMMUNITY COLLEGE
State University of New York

INSTITUTIONAL COURSE SYLLABUS

Course Title: Word Processing Production

Course Abbreviation and Number: BUS 2320

Credit Hours: 3

Course Type: Lecture

Course Description: Students will refine basic skills mastered in word processing and practice more sophisticated features of Microsoft Word for multi-page documents including page formatting, footnotes, macros, merge, document assembly, sort, select, tables, and graphics. Documents similar to those encountered in business organizations are prepared. Projects simulating real-life situations will reinforce word processing and desktop publishing skills.

No requisites.

Student Learning Outcomes:

Students who demonstrate understanding can:

1. Improve keyboarding speed and accuracy.
 2. Apply Word commands to create and format effective documents.
 3. Produce error-free documents and apply language arts skills.
 4. Demonstrate the ability to work on his/her own, selecting the proper process for completion of tasks.
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Topics Covered:

- Skill Development
 - Accuracy
 - Speed
 - Word Processing Review
 - Document Format
 - Integrating and Applying Skills (which may consist of jobs/tasks containing the following):
 - Prioritizing
 - Decision-Making
 - Delegating Tasks and Responsibilities
 - Using Reference Documents and Materials
 - Composing Correspondence
 - Compiling Reports/Data
 - Desktop Publishing
 - Office Simulation
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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
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- 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.
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Effective Date: Fall 2021