

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

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**INSTITUTIONAL COURSE SYLLABUS**

**Course Title:** Keyboarding/Word Processing

**Course Abbreviation and Number:** BUS 1360

**Credit Hours:** 3

**Course Type:** Lecture

**Course Description:** Students will learn the fundamentals of skill building using Microsoft Word. Document formatting for business correspondence, reports, and tables will be emphasized. A major emphasis is placed on increasing speed/accuracy and improving proofreading skills.

No requisites.

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**Student Learning Outcomes:**

Students who demonstrate understanding can:

1. Key the textbook and handout material without looking at the keyboard.
2. Demonstrate speed and accuracy by keying a minimum of 35 wpm with no more than one error per minute.
3. Create documents using the basic formats of Microsoft Word, to enter and edit text.
4. Format and edit memos, block and modified block letters.
5. Create tables, change table structure, format tables and create tables within documents.
6. Format unbound, leftbound and multiple page reports with reference pages.

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**Topics Covered:**

- Learn to operate the keyboard
  - Letter, figure, symbol Reaches
- Skill reinforcement
  - Accuracy, speed, timed writings, skill refinement
- Document processing/word processing skills
  - Navigating in Windows
  - Basic functions using Microsoft Word
- Format basic business documents
  - Memos
  - Block and modified block letters
- Tables
  - Create, change structure, and format
- Reports
  - Unbound, leftbound and multiple page
- Learn language arts skills
  - Proofreading, spelling, punctuation, capitalization, number expression, subject-verb agreement, abbreviations and word choice

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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 |
|-------|--------|-----|--------|-----|--------|-----|-----|

- 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