



## TENTATIVE—SUBJECT TO CHANGE

### BUSN 2210—APPLIED OFFICE PROCEDURES HYBRID COURSE SYLLABUS Fall Semester 2020 (202112)

#### COURSE INFORMATION

Credit Hours/Minutes: 3/3750

Campus/Class Location: Swainsboro Campus/Building 2, Room 2122

Class Meets: 40% Hybrid /60% F2F Tuesday & Thursday (9:45 a.m. – 11 a.m.)

Course Reference Number (CRN): 20021

Preferred Method of Contact: email [kmountain@southeasterntech.edu](mailto:kmountain@southeasterntech.edu)

#### INSTRUCTOR CONTACT INFORMATION

Instructor Name: Karen H. Mountain

Email Address: [Karen H. Mountain \(kmountain@southeasterntech.edu\)](mailto:Karen.H.Mountain@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus, Building 2, Room 2123

Office Hours: (Monday) 2:30 – 6 p.m.; (Tuesday) 2:30 – 6 p.m.; (Wednesday) 2:30 – 5 p.m.;  
(Thursday) 11:15 a.m. – 12:15 p.m.

Phone: 478-289-2220

Fax Number: 478-248-6336

**This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.**

#### SOUTHEASTERN TECHNICAL COLLEGE'S (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

#### REQUIRED TEXT

Cengage Unlimited Printed Access Card

Semester Access (4 months) with ISBN: 978-0-357-70003-7. You can also purchase the one year or two year access card if you wish to do so. The Cengage Unlimited Printed Access Card is available at the Southeastern Technical College Bookstore [stcbookstore@southeasterntech.edu](mailto:stcbookstore@southeasterntech.edu) or 478-289-2217 or online.

If you do not choose to purchase the Cengage Unlimited Printed Access Card, the book information is Microsoft Office 365/Office 2016 Projects Illustrated Series. Cram, Carol M, CENGAGE Learning, ISBN: 978-1-305-87668-6.



## REQUIRED SUPPLIES & SOFTWARE

Microsoft Office 2016, Internet connection, Browser requirement is Internet Explorer 9 or higher, Mozilla Firefox or Google Chrome. Supplies to include pencils, pens, paper, highlighter, notebook, etc. Students will be required to use the Microsoft 2016 version of Microsoft Word, Excel, PowerPoint, and Access. **If you do not have Microsoft Office 2016, you can use the Remote Lab on the MySTC portal.** Students will upload all assignments into Blackboard and should save their assignments to their P: drives/flash drives as a backup.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

**Students should not share login credentials with others and should change passwords periodically to maintain security.**

## COURSE DESCRIPTION

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include communication skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

## MAJOR COURSE COMPETENCIES

Topics include: Integrated Programs/Applications, Communication Skills, Telecommunications Skills, Records Management Skills, and Office Equipment/Supplies.

## Covid-19 Self-Reporting Requirement

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:Stephannie Waters), Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

## PREREQUISITE(S)

BUSN1240, BUSN1400, BUSN1410, BUSN1440

## COREQUISITE(S)

ACCT 1100, BUSN 2190

## COURSE OUTLINE

1. Integrated Programs/Applications  
BUSN 2210—Applied Office Procedures

2. Communication Skills
3. Telecommunication Skills
4. Records Management Skills
5. Office Equipment/Supplies

**GENERAL EDUCATION CORE COMPETENCIES**

Southeastern Technical College has identified the following general education core competencies that graduates will attain:

1. The ability to utilize standard written English.
2. The ability to solve practical mathematical problems.
3. The ability to read, analyze, and interpret information.

**STUDENT REQUIREMENTS**

Assignments must be completed on the specified date. All work must be turned in at the end of class on the specified due dates. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, then a grade of zero will be given on the work. Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. **STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER!!!** Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

**COVID-19 MASK REQUIREMENT**

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student’s refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

**COVID-19 SIGNS AND SYMPTOMS**

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician’s office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

<b>COVID-19 Key Symptoms</b>
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition

<b>COVID-19 Key Symptoms</b>
Diarrhea (unless due to known cause)
<b>In the past 14 days, if you:</b>
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

**ATTENDANCE GUIDELINES**

**HYBRID ATTENDANCE**

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" in a course.

**STUDENTS WITH DISABILITIES**

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.  
 Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

**SPECIFIC ABSENCES**

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

**PREGNANCY**

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210.  
 Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests  
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made after delivery MAY NOT be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

### **WITHDRAWAL PROCEDURE**

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which the student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

Informing your instructor that you will not return to his/her course, does not satisfy the approved withdrawal procedure outlined above.

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

### **EXIT EXAM**

Students are required to score a minimum of 70 percent on the exit exam to pass the BUSN 2210 course. If a student does not pass the exit exam with a minimum of 70 percent, the student will receive a D in the course and will be required to retake BUSN 2210.

### **MAKEUP GUIDELINES (TESTS, QUIZZES, HOMEWORK, PROJECTS, ETC.)**

Assignments must be completed on the specified date. All work must be turned in at the beginning of class on the specified due dates. If a student is absent from class, all work must be turned in at the beginning of class the next day upon returning to class. If this is not done, then a grade of zero will be given on the work. Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. The makeup test must be taken the next day upon returning to class. The zero assigned for the missed test will be replaced with the grade the student makes on the makeup exam. **STUDENTS WILL ONLY BE ALLOWED TO TAKE ONE MAKEUP TEST DURING THE SEMESTER!!!!**

### **ACADEMIC DISHONESTY POLICY**

The Southeastern Technical College Academic Dishonesty Policy states that all forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline. The policy can also be found in the Southeastern Technical College Catalog and Handbook.

### **PROCEDURE FOR ACADEMIC MISCONDUCT**

The procedure for dealing with academic misconduct and dishonesty is as follows:

#### **1. First Offense**

Student will be assigned a grade of "0" for the test or assignment. Instructor keeps a record in course/program files and notes as first offense. The instructor will notify the student's program

advisor, academic dean, and the Registrar at the student's home campus. The Registrar will input the incident into Banner for tracking purposes.

## **2. Second Offense**

Student is given a grade of "WF" (Withdrawn Failing) for the course in which offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of second offense. The Registrar will input the incident into Banner for tracking purposes.

## **3. Third Offense**

Student is given a grade of "WF" for the course in which the offense occurs. The instructor will notify the student's program advisor, academic dean, and the Registrar at the student's home campus indicating a "WF" has been issued as a result of third offense. The Vice President for Student Affairs, or designee, will notify the student of suspension from college for a specified period of time. The Registrar will input the incident into Banner for tracking purposes.

## **STATEMENT OF NON-DISCRIMINATION**

The Technical College System of Georgia (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:Helen.Thomas@southeasterntech.edu">Helen.Thomas@southeasterntech.edu</a>	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:Lanie.Jonas@southeasterntech.edu">Lanie.Jonas@southeasterntech.edu</a>

### ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

### GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College’s website.

### ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College \(STC\) Website \(www.southeasterntech.edu\)](http://www.southeasterntech.edu).

### TECHNICAL COLLEGE SYSTEM OF GEORGIA (TCSG) GUARANTEE/WARRANTY STATEMENT

*The Technical College System of Georgia guarantees employers that graduates of State Technical Colleges shall possess skills and knowledge as prescribed by State Curriculum Standards. Should any graduate employee within two years of graduation be deemed lacking in said skills, that student shall be retrained in any State Technical College at no charge for instructional costs to either the student or the employer.*

### GRADING POLICY

Assessment/Assignment	Percentage
Module Projects	40%
Module Tests	25%
Exit Exam	35%

### GRADING SCALE

Letter Grade	Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

## BUSN 2210—Applied Office Procedures Fall Semester 2020 Lesson Plan

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 1</b>  Tuesday Aug 18		First Day of Class  Introduction to Course Review Course Syllabus/Lesson Plan Module 1: Word Projects I  Hybrid: Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgment Quiz, and Student Introduction.	In Class: Set up folder on P Drive for Class Discuss Supplies for Class <b>Module 1</b>  Event Program for Author Readings Feedback Form for Summer Day Camp Research Paper in MLA Style  -Preview Projects in textbook	1, 3, 4  a,c
Thursday Aug 20	Module 1	Module 1: Word Projects I	Continue Module 1 Projects	1,3,4  a,c
<b>WEEK 2</b>  Tuesday Aug 25	Module 1	Module 1: Word Projects I	Continue Module 1 Projects <b>*Module 1 Assignments Due by the end of class.</b> Upload files in <b>Blackboard</b> under <b>Module Projects.</b>	1,3,4  a,c
Thursday Aug 27	Module 2	Module 1: Word Projects II	<b>Module 2</b>  Multipage Proposal for Earth Wise Conference  Six-Panel Program Brochure  One-Page Resume for Martin Chavez	1 - 5  a,c
<b>Week 3</b>  Tuesday Sept 1	Module 2	Module 1: Word Projects II	-Continue Module 2 Projects in class	1 - 5  a,c
Thursday Sept 3	Module 2	Module 2: Word Projects II	-Continue Module 2 Projects in class	1 - 5  a,c
<b>Mon Sept 7</b>		<b>LABOR DAY Holiday</b>		



Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 4</b> Tuesday Sept 8	Module 2	Module 2: Word Projects II	-Continue Module 2 Projects in class  <b>*Module 2 Assignments Due by the end of class.</b> Upload files in <b>Blackboard</b> under <b>Module Projects</b> .	1 - 5 a,c
Thursday Sept 10	Module 1 & 2 Test	Module 1 and 2 Test	* <b>Module 1 and 2 Test</b>	1 - 5 a,c
<b>Week 5</b> Tuesday Sept 15	Module 3	Module 3: Excel Projects I	<b>Module 3</b>  Personal Budget  Invoice Form and Tracker  Loan Amortization Schedule	1 - 5 a,c
Thursday Sept 17	Module 3	Module 3: Excel Projects I	-Continue Module 3 Projects in class	1 - 5 a,c
<b>Week 6</b> Tuesday Sept 22	Module 3	Module 3: Excel Projects I	-Continue Module 3 Projects in class  <b>* Module 3 Assignments Due by the end of class.</b> Upload files in <b>Blackboard</b> under <b>Module Projects</b> .	1 - 5 a,c
Thursday Sept 24	Module 4	Module 4: Excel Projects II	Module 4  Sales Forecast for Move Forward Consulting  Customer Profile for Old World Walks  Sales Report for Gourmet Style	1 - 5 a,b,c
<b>Week 7</b> Tuesday Sept 29	Module 4	Module 4: Excel Projects II	-Continue Module 4 Projects in class	1 - 5 a,b,c
Thursday Oct 1	Module 4	Module 4: Excel Projects II	-Continue Module 4 Projects in class	1 - 5 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 8</b> Tuesday Oct 6	Module 3 and 4 Test	Module 4: Excel Projects II Module 3 and 4 Test	-Continue Module 4 Projects in class <b>* Module 4 Assignments Due by the end of class.</b> Upload files in <b>Blackboard</b> under <b>Module Projects.</b> <b>* Module 3 and 4 Test</b>	1 - 5 a,b,c
Thursday Oct 8	Module 5  Integration Projects 1	Module 5: Integration Projects I  <b>Midterm</b>	Module 5  Marketing Update for Classic Tours -Continue Module 5 Project in class	1 - 7 a,b,c
<b>Week 9</b> Tuesday Oct 13	Module 5  Integration Projects 1	Module 5: Integration Projects I	<b>*Module 5 Assignment Due by the end of class.</b> Upload files in <b>Blackboard</b> under <b>Module Projects.</b>	1 - 7 a,b,c
Thursday Oct 15	Module 6	Module 6: Access Projects	<b>Module 6</b>  Inventory Database for Aquarius Arts  Author Database for Action Books  Database for Winding Road Tours	1 - 5 a,b,c
Tuesday Oct 20	Module 6	Module 6: Access Projects	-Continue Module 6 Projects in class	1 - 5 a,b,c
<b>Week 10</b> Thursday Oct 22	Module 6	Module 6: Access Projects  <b>65% Point</b>	-Continue Module 6 Projects in class <b>*Module 6 Assignments Due by the end of class.</b> Upload files in <b>Blackboard</b> under <b>Module Projects.</b>	1 - 5 a,b,c
Tuesday Oct 27	Module 7  Integration Projects II	Module 7: Integration Projects II  <b>Returning Student Registration Begins Monday, Oct 26</b>	<b>Module 7</b>  Collection Catalogue for Mirage Gallery	1 - 5 a,b,c
<b>Week 11</b> Thursday Oct 29	Module 7  Integration Projects II	Module 7: Integration Projects II	-Continue Module 7 Project in class <b>*Module 7 Assignment Due by the end of class.</b> Upload files in <b>Blackboard</b> under <b>Module Projects.</b>	1 - 5 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
Tuesday Nov 3	Module 8	Module 8: PowerPoint Projects	<b>Module 8</b> Training Presentation on Presentation Skills Poster for Gold Stream Park Coastal Spirit Tours Presentation	1 - 5 a,c
<b>Week 12</b> Thursday Nov 5	Module 8	Module 8: PowerPoint Projects  <i>Returning Student Registration Ends</i>	-Continue Module 8 Projects in class	1 - 5 a,c
Tuesday Nov 10	Module 8	Module 8: PowerPoint Projects  <i>New Student Registration Begins Monday, November 9</i>	-Continue Module 8 Projects in class  <b>* Due by the end of class.</b> Upload files in <b>Blackboard</b> under <b>Module Projects</b> .	1 - 5 a,c
<b>Week 13</b> Thursday Nov 12	Module 7 & 8 Test	Module 7 and 8 Test	<b>*Module 7 and 8 Test</b>	1 - 5 a,c
Tuesday Nov 17	Module 9 Integration Projects III	<b>Module 9: Integration Projects III</b>	<b>Module 9</b> Event Presentation	1 – 7 a,b,c
<b>Week 14</b> Thursday Nov 19	Module 9 Integration Projects III	<b>Module 9: Integration Projects III</b> <i>New Student Registration Ends</i>	-Continue Module 9 Projects in class  <b>Due by the end of class.</b> Upload files in <b>Blackboard</b> under <b>Module Projects</b> .	1 – 7 a,b,c
Tuesday Nov 24		Review for Exit Exam		1 – 7 a,b,c
Wednesday & Thursday, November 25 - 26		<b>Thanksgiving Holidays</b>		
<b>Week 15</b> Tuesday Dec 1	Exit Exam	<b>Exit Exam</b>	Exit Exam taken in class Upload files in <b>Blackboard</b> under <b>Exit Exam</b> .	1 – 7 a,b,c
Thursday Dec 3	Exit Exam	<b>Exit Exam</b> <b>Fall Semester Ends</b>	Exit Exam taken in class Upload files in <b>Blackboard</b> under <b>Exit Exam</b>	1 – 7 a,b,c

**COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)**

1. Word Processing Concepts
2. Customizing Documents
3. Formatting Content
4. Working with Visual Content
5. Organizing Content
6. Reviewing Documents
7. Sharing and Securing Content

**GENERAL CORE EDUCATIONAL COMPETENCIES:**

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.

# BUSN 2210—Applied Office Procedures—Document Sheet

**Instructions:** Students are to complete all documents in each Module in order to produce the documents on this assignment sheet. All documents must be saved with the correct document names given in the book and on this document sheet in order to be graded. Random documents will be selected from each Module to be graded. Proofread all documents carefully. Points will be deducted for spelling, grammar, and punctuation errors, etc. **\*\*Students are required to score a minimum of 70% on the exit exam to pass the BUSN 2210 course. If a student does not pass the exit exam with a minimum of 70%, the student will receive a D in the course and will be required to retake BUSN 2210.**

## Module 1: Word Projects I

- \_\_\_\_\_ Event Program for Author Readings
- \_\_\_\_\_ Feedback Form for Summer Day Camp
- \_\_\_\_\_ Research Paper in MLA Style

## Module 2: Word Projects II

- \_\_\_\_\_ Multipage Proposal for Earth Wise Conference
- \_\_\_\_\_ Six-Panel Program Brochure
- \_\_\_\_\_ One-Page Resume for Martin Chaves

## \_\_\_\_\_ Module 1 & 2 Test

## Module 3: Excel Projects I

- \_\_\_\_\_ Personal Budget
- \_\_\_\_\_ Invoice Form and Tracker
- \_\_\_\_\_ Loan Amortization Schedule

## Module 4: Excel Projects II

- \_\_\_\_\_ Sales Forecast for Move Forward Consulting
- \_\_\_\_\_ Customer Profile for Old World Walks
- \_\_\_\_\_ Sales Report for Gourmet Style

## \_\_\_\_\_ Module 3 & 4 Test

## Module 5: Integration Projects I

- \_\_\_\_\_ Marketing Update for Classic Tours

## Module 6: Access Projects

- \_\_\_\_\_ Inventory Database for Aquarius Arts
- \_\_\_\_\_ Author Database for Action Books
- \_\_\_\_\_ Database for Winding Road Tours

## Module 7: Integration Projects II

- \_\_\_\_\_ Collection Catalogue for Mirage Gallery

## Module 8: PowerPoint Projects

- \_\_\_\_\_ Training Presentation on Presentation Skills
- \_\_\_\_\_ Poster for Gold Stream Park
- \_\_\_\_\_ Coastal Spirit Tours Presentation

## \_\_\_\_\_ Module 7 & 8 Test

## Module 9: Integration Projects III

- \_\_\_\_\_ Event Presentation

## \_\_\_\_\_ Exit Exam

_____ Module Projects/Assignments	40%
_____ Module Tests	25%
_____ Exit Exam	35%
_____ Grade	