



**APPLIED OFFICE
PROCEDURES/BUSN 2210
COURSE SYLLABUS
Fall Semester 2015**

Semester: Fall 2015

Course Title: Applied Office Procedures

Course Number: BUSN 2210

Credit Hours/ Minutes: 3/3750

Class Location: Room 8111, Building 8

Class Meets: 10:30 a.m.–11:35 a.m./M-R

CRN: 20022

Instructor: Karen H. Mountain

Office Hours: (M) 2:30 – 6 p.m.; (T) 2:30 – 6 p.m.
(W) 2:30 – 5 p.m. (Th) 1:30 – 2 p.m.

Office Location: Building 8, Room 8113

Email: kmountain@southeasterntech.edu

Phone: 478-289-2220

Fax Number: 478-248-6336



REQUIRED TEXT: Microsoft Office 2013 Projects, Illustrated Series. Carol Cram (2015). CENGAGE Learning. ISBN: 978-1-285-17032-9.

REQUIRED SUPPLIES & SOFTWARE: Supplies to include pencils, pens, paper, highlighter, notebook, etc. Students will be required to use Microsoft Word.

COURSE DESCRIPTION: This course focuses on applying knowledge and skills learned in prior courses taken in the program. Serves as a capstone course. Program students will take exit exam when enrolled in this course.

MAJOR COURSE COMPETENCIES: Topics include: communication skills, telecommunication skills, records management skills, office equipment/supplies, and integrated programs/applications.

PREREQUISITES: BUSN 1440, BUSN 1240, BUSN 1400, BUSN 1410

COREQUISITES: ACCT 1100, BUSN 2190

COURSE OUTLINE:

1. Communication skills
2. Telecommunication skills
3. Records management skills
4. Office equipment/supplies
5. Integrated programs/applications

GENERAL EDUCATION CORE COMPETENCIES: STC 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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

EXIT EXAM: All BAT diploma and BAT degree students are required to take the **BAT Exit Exam** test toward the end of the semester the student is enrolled in BUSN 2210. The test will be administered by the BAT Instructor and taken as a traditional timed exam. Specific competencies and skills tested in this assessment include the integration of programs/applications

such as Microsoft Word, Access, Excel, and PowerPoint. **Students are required to score a minimum of 70% on the exam to pass the BUSN 2210 course. If a student does not pass the exam with a minimum of 70%, the student will receive a D in the course and will be required to retake BUSN 2210.**

STUDENT REQUIREMENTS: 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!!!!** Class attendance is a very important aspect of a student's success in this course. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is expected. Students are expected to complete all work required by the instructor. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

Unannounced quizzes/assignments will be given during the semester. No makeups are allowed for unannounced quizzes/assignments. A grade of zero will be given for all missed unannounced quizzes/assignments. Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

No Harm No Foul Policy: It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty **only if** they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the quarter. (For **FALL semester, that day will be August 19, 2015.**) **The student must formally withdraw from classes in order to receive the no harm-no foul benefit.** *If the student shows up the first day but does not return, the instructor will drop the student after the attendance period but that will not come under the no harm-no foul policy. The student will be charged for the class unless he/she formally withdraws.*

DROPPING COURSES BEFORE THE CLASS HAS BEGUN: Students wishing to withdraw from one or all courses prior to the first day of class need to go to Banner Web and drop their classes. Please note that a registration access number will be needed as well as a

student's ID number and PIN. If the registration access number is unknown, the student will need to contact the registrar.

WITHDRAWING FROM A COURSE: Students wishing to officially withdraw from course(s) after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course(s). After the 65% portion of the semester, the student has earned the right to a letter grade and will receive a grade for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of "F" being assigned.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

MAKEUP GUIDELINES: Assignments must be completed on the specified date. All worked 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!!!!**

Students are expected to attend class. Unannounced quizzes/assignments will be given during the semester. No makeups are allowed for unannounced quizzes/assignments. A grade of zero will be given for all missed unannounced quizzes/assignments.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states *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 *STC Catalog and Student Handbook.*

Procedure for Academic Misconduct

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

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC's website.

ACCESS TO TECHNOLOGY: Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb, via the mySTC portal or by clicking the Current Students link on the STC website at www.southeasterntech.edu.

GRADING POLICY:

Unit Projects/Assignments	35%
Quizzes	20%
Unannounced Quizzes/ Assignments	10%
Exit Exam	<u>35%</u>
	100%

GRADING SCALE

A	(90-100)	Excellent
B	(80-89)	Good
C	(70-79)	Satisfactory
D	(60-69)	Poor
F	(0-59)	Failing

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.

**BUSN 2210—APPLIED OFFICE PROCEDURES
FALL SEMESTER 2015—LESSON PLAN
This Lesson Plan is Subject to Change**

Date	Chapter/ Lesson	Content	Assignments/Tests	*Comp Area **Gen. Ed Comp
Week 1 (August 17 – August 20)				
Mon Aug 17		First Day of Class: -Introduction to Course -Review Course Syllabus/Lesson Plan -Review Work Ethics -Review Policies/Procedures for lab	-Preview Projects in textbook -Set up folder on S Drive for Class -Discuss Supplies for Class	*1,3,4 **c
Tues Aug 18	Unit A	Unit A: Word Projects I	Unit A ➤ Event Program for Author Readings ➤ Feedback Form for Summer Day Camp ➤ Research Paper in MLA Style	*3,4 **c
Wed Aug 19	Unit A	Unit A: Word Projects I	-Continue Unit A Projects	*3,4 **c
Thurs Aug 20	Unit A	Unit A: Word Projects I	-Continue Unit A Projects	*3,4 **c
Week 2 (August 24 – August 27)				
Mon Aug 24	Unit A	Unit A: Word Projects I	-Continue Unit A Projects	*3,4 **c
Tues Aug 25	Unit A	Unit A: Word Projects I	-Continue Unit A Projects	*3,4 **c
Wed Aug 26	Unit A	Unit A: Word Projects I	*Unit A Assignments Due to Instructor by end of class. Print and file in folder for grading.	*3,4 **c
Thurs Aug 27	Unit B	Unit B: Word Projects II	Unit B ➤ Multipage Proposal for Eco-Reserve Conference ➤ Six-Panel Program Brochure ➤ One-Page Resume for Sharon Lee	*3,4 **c
Week 3 (August 31 – September 3)				
Mon Aug 31	Unit B	Unit B: Word Projects II	-Continue Unit B Projects in class	*3,4 **c
Tues Sept 1	Unit B	Unit B: Word Projects II	-Continue Unit B Projects in class	*3,4 **c

Wed Sept 2	Unit B	Unit B: Word Projects II	-Continue Unit B Projects in class	*3,4 **c
Thurs Sept 3	Unit B	Unit B: Word Projects II	-Continue Unit B Projects in class	*3,4 **c
Mon Sept 7	LABOR DAY HOLIDAY – NO CLASS			
Week 4 (September 8 – September 14)				
Tues Sept 8	Unit B	Unit B: Word Projects II	-Continue Unit B Projects in class	*3,4 **c
Wed Sept 9	Unit B	Unit B: Word Projects II	*Unit B Assignments Due to Instructor by end of class. Print and file in folder for grading.	*3,4 **c
Thurs Sept 10	Units A & B Quiz	Unit A and B Quiz	*Unit A and B Quiz	*3,4 **c
Mon Sept 14	Unit C	Unit C: Excel Projects I	Unit C ➤ Personal Budget ➤ Invoice Form and Tracker ➤ Loan Amortization Tracker	*3,4 **b,c
Week 5 (September 15 – September 21)				
Tues Sept 15	Unit C	Unit C: Excel Projects I	-Continue Unit C Projects in class	*3,4 **b,c
Wed Sept 16	Unit C	Unit C: Excel Projects I	-Continue Unit C Projects in class	*3,4 **b,c
Thurs Sept 17	Unit C	Unit C: Excel Projects I	-Continue Unit C Projects in class	*3,4 **b,c
Mon Sept 21	Unit C	Unit C: Excel Projects I	-Continue Unit C Projects in class	*3,4 **b,c
Week 6 (September 22 – September 28)				
Tues Sept 22	Unit C	Unit C: Excel Projects I	*Unit C Assignments Due to Instructor by end of class. Print and file in folder for grading.	*3,4 **b,c
Wed Sept 23	Unit D	Unit D: Excel Projects II	Unit D ➤ Sales Forecast for City Transitions Consulting ➤ Customer Profile for Walk Europe ➤ Sales Report for Food Style	*2,3,4 **b,c
Thurs Sept 24	Unit D	Unit D: Excel Projects II	-Continue Unit D Projects in class	*2,3,4 **b,c
Mon Sept 28	Unit D	Unit D: Excel Projects II	-Continue Unit D Projects in class	*2,3,4 **b,c

Week 7 (September 29 – October 5)				
Tues Sept 29	Unit D	Unit D: Excel Projects II	-Continue Unit D Projects in class	*2,3,4 **b,c
Wed Sept 30	Unit D	Unit D: Excel Projects II	-Continue Unit D Projects in class	*2,3,4 **b,c
Thurs Oct 1	Unit D	Unit D: Excel Projects II	-Continue Unit D Projects in class	*2,3,4 **b,c
Mon Oct 5	Unit D	Unit D: Excel Projects II	*Unit D Assignments Due to Instructor by end of class. Print and file in folder for grading.	*2,3,4 **b,c
Week 8 (October 6 – October 12)				
Tues Oct 6	Units C and D Quiz	Unit C and D Quiz	*Unit C and D Quiz	*2,3,4 **b,c
Wed Oct 7	Integration Projects 1	Unit E: Integration Projects I	Unit E ➤ Marketing Update for Classic Tours	*3,4 **b,c
Thurs Oct 8	Integration Projects 1	Unit E: Integration Projects I	-Continue Unit E Project in class	*3,4 **b,c
Mon Oct 12	Integration Projects 1	Unit E: Integration Projects I Mid-Term—Students who withdraw on or before today receive a grade of “W”	*Unit E Assignment Due to Instructor by end of class. Print and file in folder for grading.	*3,4 **b,c
Week 9 (October 13 – October 19)				
Tues Oct 13	Unit F	Unit F: Access Projects	Unit F ➤ Inventory Database for Aquarius Arts ➤ Author Database for Global Books ➤ Database for Pathway Tours	*3,4 **c
Wed Oct 14	Unit F	Unit F: Access Projects	-Continue Unit F Projects in class	*3,4 **c
Thurs Oct 15	Unit F	Unit F: Access Projects	-Continue Unit F Projects in class	*3,4 **c
Mon Oct 19	Unit F	Unit F: Access Projects	-Continue Unit F Projects in class	*3,4 **c
Week 10 (October 20 – October 26)				
Tues Oct 20	Unit F	Unit F: Access Projects	*Unit F Assignments Due to Instructor by end of class. Print and file in folder for grading.	*3,4 **c

Wed Oct 21	Integration Projects II	Unit G: Integration Projects II	Unit G ➤ Collection Catalogue for Alpha Gallery	*3,4 **c
Thurs Oct 22	Integration Projects II	Unit G: Integration Projects II	-Continue Unit G Project in class	*3,4 **c
Mon Oct 26	Integration Projects II	Unit G: Integration Projects II	-Continue Unit G Project in class	*3,4 **c
Week 11 (October 27 – November 2)				
Tues Oct 27	Integration Projects II	Unit G: Integration Projects II	*Unit G Assignment Due to Instructor by end of class. Print and file in folder for grading	*3,4 **c
Wed Oct 28	Unit H	Unit H: PowerPoint Projects	Unit H ➤ Training Presentation on Oral Presentation Skills ➤ Poster for Cedar Trails Park ➤ Pacific Spirit Tours Presentation	*1,3,4 **c
Thurs Oct 29	Unit H	Unit H: PowerPoint Projects	-Continue Unit H Projects in class	*1,3,4 **c
Mon Nov 2	Unit H	Unit H: PowerPoint Projects	-Continue Unit H Projects in class	*1,3,4 **c
Week 12 (November 3 – November 9)				
Tues Nov 3	Unit H	Unit H: PowerPoint Projects	-Continue Unit H Projects in class	*1,3,4 **c
Wed Nov 4	Unit H	Unit H: PowerPoint Projects	-Continue Unit H Projects in class	*1,3,4 **c
Thurs Nov 5	Unit H	Unit H: PowerPoint Projects	-Continue Unit H Projects in class	*1,3,4 **c
Mon Nov 9	Unit H	Unit H: PowerPoint Projects	-Continue Unit H Projects in class	*1,3,4 **c
Week 13 (November 10 – November 16)				
Tues Nov 10	Unit H	Unit H: PowerPoint Projects	*Unit H Assignments Due to Instructor by end of class.	*1,3,4 **c
Wed Nov 11	Units F & H Quiz	Unit F and H Quiz	*Unit F and H Quiz	*1,3,4 **c
Thurs Nov 12	Integration Projects III	Unit I:Independent Challenges	➤ Independent Challenge 2	*1,2,3,4,5 **b,c
Mon Nov 16	Integration Projects III	Unit I:Independent Challenges	➤ Independent Challenge 3	*1,2,3,4,5 **b,c
Week 14 (November 17 – November 23)				
Tues Nov 17	Integration Projects III	Unit I:Independent Challenges	-Continue Independent Challenges 2 and 3	
Wed Nov 18	Integration Projects III	Unit I:Independent Challenges	-Continue Independent Challenges 2 and 3	

Thurs Nov 19	Integration Projects III	Unit I:Independent Challenges	Unit I: Independent Challenge Assignments Due to Instructor by end of class. Print and file in folder for grading.	*1,2,3,4,5 **b,c
Mon Nov 23	Review	Review for Exit Exam	-Review Projects for Exit Exam	*1,2,3,4,5 **b,c
Week 15 (November 24 – December 2)				
Tues Nov 24	Review	Review for Exit Exam	-Review Projects for Exit Exam	*1,2,3,4,5 **b,c
Wed Nov 25	Thanksgiving Holidays – No Classes			
Thurs Nov 26				
Mon Nov 30	Exit Exam	Exit Exam	➤ Exit Exam taken in class	*1,2,3,4,5 **b,c
Tues Dec 1	Exit Exam	Exit Exam	➤ Exit Exam taken in class	*1,2,3,4,5 **b,c
Wed Dec 2	Exit Exam	Exit Exam LAST DAY OF CLASS	➤ Exit Exam taken in class	*1,2,3,4,5 **b,c

***BUS2210 Competency Areas:**

- (1) Integrated Programs/Applications
- (2) Communication Skills
- (3) Telecommunication Skills
- (4) Record Management Skills
- (5) Office Equipment/Supplies

****General Education 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.

BUS 2210—Applied Office Procedures

Document Sheet

Instructions: Students are to complete all documents in each Unit 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 Unit 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.**

UNIT A: Word Projects I

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

UNIT B: Word Projects II

- _____ Multipage Proposal for Eco-Reserve Conference
- _____ Six-Panel Program Brochure
- _____ One-Page Resume for Sharon Lee

_____ Unit A & B Quiz

Unit C: Excel Projects I

- _____ Personal Budget
- _____ Invoice Form and Tracker
- _____ Loan Amortization Tracker

Unit D: Excel Projects II

- _____ Sales Forecast for City Transitions Consulting
- _____ Customer Profile for Walk Europe
- _____ Sales Report for Food Style

_____ Unit C & D Quiz

Unit E: Integration Projects I

- _____ Marketing Update for Classic Tours

UNIT F: Access Projects

- _____ Inventory Database for Aquarius Arts
- _____ Author Database for Global Books
- _____ Database for Pathway Tours

Unit G: Integration Projects III

- _____ Collection Catalogue for Alpha Gallery

UNIT H: PowerPoint Projects

- _____ Training Presentation on Oral Presentation Skills
- _____ Poster for Cedar Trails Park
- _____ Pacific Spirit Tours Presentation

_____ Unit F & H Quiz

- _____ Unit I: Independent Challenge 2

- _____ Unit I: Independent Challenge 3

_____ ****EXIT EXAM**

Unannounced Quizzes

- _____
- _____
- _____
- _____
- _____
- _____

_____ Unit Projects/Assignments	35%
_____ Unit Quizzes	20%
_____ Unannounced Quizzes/ Assignments	10%
_____ **Exit Exam	35%
_____ Grade	