

BUSN 2210

Fall 2015 Syllabus/Lesson Plan

****Disclaimer Statements****

******Instructor reserves the right to change the syllabus and/or lesson plan as necessary.******

*****The official copy of the syllabus is located inside the student's online course shell or will be given to them during face to face class time the first day of the semester. The syllabus displayed in advance of the semester in a location other than the course you are enrolled in is for planning purposes only.*****



BUSN 2210 COURSE SYLLABUS Fall Semester 2015

Semester: 201612 Fall Semester 2015
Course Title: Applied Office Procedures
Course Number: BUSN 2210
Credit Hours/ Minutes: 3/3750
Class Location: Lab 809
Class Meets: 9:00-10:05 a.m. Monday-Thursday
CRN: 20027

Instructor: Tina Jernigan
Office Hours: 2:00-4:30 p.m. Monday-Thursday
Office Location: Office 807 Gillis Medical Building
Email Address: tjernigan@southeasterntech.edu
Phone: (912) 538-3123
Fax Number: (912) 538-3106

REQUIRED TEXT: Microsoft® Office 2013: Illustrated Projects, 1st Edition, Cram, Carol M. CENGAGE Learning, ISBN: 978-1-285-17032-9



REQUIRED SUPPLIES & SOFTWARE: Pen, pencils, paper, and notebook. Students will be required to use Microsoft Office Applications in this course to include Microsoft Word, Excel, Access, Publisher, and PowerPoint.

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

PREREQUISITE(S): BUSN1240, BUSN1400, BUSN1410, BUSN1440

COREQUISITE(S): ACCT1101, BUSN2190

COURSE OUTLINE: 1) Integrated Programs/Applications, 2) Communication Skills, 3) Telecommunication Skills, 4) Records Management Skills, 5) Office Equipment/Supplies.

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.

STUDENT REQUIREMENTS: Students are expected to complete all work required by the instructor. Unannounced quizzes/assignments may be given. **Students that miss an unannounced quiz or assignment will receive a grade of 0.**

EXIT EXAM: All BAT Business Administrative Assistant specialization diploma and BAT degree students are required to take the BAT Exit Exam 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. Students who do not pass this exam will not be able to graduate and the capstone course will need to be repeated and passed along with the exit exam.**

ATTENDANCE GUIDELINES: 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 also 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 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.

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.

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 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.

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 (Tests, quizzes, homework, projects, etc...): Failure to take tests on the scheduled day will result in a grade of zero for the test not taken. Students are allowed to make up one test. 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. **Makeups are not allowed for 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	20%
Job Rotation Assignments	20%
Tests	15%
Pop Quizzes	10%
Exit Exam	35%

GRADING

SCALE
A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

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 2015 SEMESTER LESSON PLAN**
*Lesson Plan Subject to Change at Instructor's Discretion

Date	Chap / Less	Content	Assignments & Tests Due <i>*Indicates graded assignments</i>	Comp Area
Mon. Aug. 17		First Day of Class: <ul style="list-style-type: none"> • Introduction to Course • Review Course Syllabus/Lesson Plan • Review Policies/Procedures for Lab • Review Required Software 	*Set up student folders for class assignments.	
Tues. Aug. 18	Unit A	Unit A: Word Projects I	-Unit A Review -*Event Program for Author Readings Pages 2-7. -*Feedback Form for Summer Day Camp Pages 8-13. -*Research Paper in MLA Style Pages 14-19.	*1-5 **a,c
Weds. Aug. 19	Unit A	Unit A: Word Projects I	Continue Unit A in class	*1-5 **a,c
Thurs. Aug. 20	Unit A	Unit A: Word Projects I	Continue Unit A in class	*1-5 **a,c
Mon. Aug. 24	Unit A	Unit A: Word Projects I	Continue Unit A in class	*1-5 **a,c
Tues. Aug. 25	Unit A	Unit A: Word Projects I	Continue Unit A in class	*1-5 **a,c
Weds. Aug. 26	Unit A	Unit A: Word Projects I	Continue Unit A in class	*1-5 **a,c
Thurs. Aug. 27	Unit A	Unit A: Word Projects I	*Unit A assignments due.	*1-5 **a,c
Mon. Aug. 31	Unit B	Unit B: Word Projects 2	-Unit B Review -*Multipage Proposal for Eco-Reserve Conference Pages 30-37. -*Six Panel Program Brochure Pages 38-43. -*One-Page Resume for Sharon Lee Pages 44-45.	
Tues. Sept. 1	Unit B	Unit B: Word Projects II	Continue Unit B in class	*1-5 **a,c
Weds. Sept. 2	Unit B	Unit B: Word Projects II	Continue Unit B in class	*1-5 **a,c
Thurs. Sept. 3	Unit B	Unit B: Word Projects II	Continue Unit B in class	*1-5 **a,c
Mon. Sept. 7		HOLIDAY-NO CLASS		
Tues. Sept. 8	Unit B	Unit B: Word Projects II	Continue Unit B in class	*1-5 **a,c

Weds. Sept. 9	Unit B	Unit B: Word Projects II	Continue Unit B in class	*1-5 **a,c
Thurs. Sept. 10	Unit B	Unit B: Word Projects II	*Unit B assignments due. *Unit A and B Test	*1-5 **a,c
Mon. Sept. 14	Unit C	Unit C: Excel Projects I	-Unit C Review -*Personal Budget Pages 56-63. -*Invoice Form and Tracker Pages 64-69. -*Loan Amortization Schedule Pages 70-73.	*1-5 **a,c
Tues. Sept. 15	Unit C	Unit C: Excel Projects I	Continue Unit C in class	*1-5 **a,c
Weds. Sept. 16	Unit C	Unit C: Excel Projects I	Continue Unit C in class	*1-5 **a,c
Thurs. Sept. 17	Unit C	Unit C: Excel Projects I	Continue Unit C in class	*1-5 **a,c
Mon. Sept. 21	Unit C	Unit C: Excel Projects I	Continue Unit C in class	*1-5 **a,c
Tues. Sept. 22	Unit C	Unit C: Excel Projects I	Continue Unit C in class	*1-5 **a,c
Weds. Sept. 23	Unit C	Unit C: Excel Projects I	Continue Unit C in class	*1-5 **a,c
Thurs. Sept. 24	Unit C	Unit C: Excel Projects I	*Unit C assignments due.	*1-5 **a,c
Mon. Sept. 28	Unit D	Unit D: Excel Projects II	-Unit D Review -*Sales Forecast for City Transitions Consulting Pages 84-91. -*Customer Profile for Walk Europe Pages 92-97. -*Sales Report for Food Style Pages 98-101.	*1-5 **a,c
Tues. Sept. 29	Unit D	Unit D: Excel Projects II	Continue Unit D in class	*1-5 **a,c
Weds. Sept. 30	Unit D	Unit D: Excel Projects II	Continue Unit D in class	*1-5 **a,c
Thurs. Oct. 1	Unit D	Unit D: Excel Projects II	Continue Unit D in class	*1-5 **a,c
Mon. Oct. 5	Unit D	Unit D: Excel Projects II	Continue Unit D in class	*1-5 **a,c
Tues. Oct. 6	Unit D	Unit D: Excel Projects II	Continue Unit D in class	*1-5 **a,c
Weds. Oct. 7	Unit D	Unit D: Excel Projects II	Continue Unit D in class	*1-5 **a,c
Thurs. Oct. 8	Unit D	Unit D: Excel Projects II	* Unit D assignments due. *Unit C and D Test	*1-5 **a,c

Mon. Oct. 12	Unit E	Unit E: Integration Projects I MID-TERM	-Unit E Review -*Performance Reviews Pages 112-119. -*Sales Report for Evergreen Resorts Pages 120-125. -*Marketing Update for Classic Tours Pages 126-129.	*1-5 **a,c
Tues. Oct. 13	Unit E	Unit E: Integration Projects I	Continue Unit E in class	*1-5 **a,c
Weds. Oct. 14	Unit E	Unit E: Integration Projects I	Continue Unit E in class	*1-5 **a,c
Thurs. Oct. 15	Unit E	Unit E: Integration Projects I	* Unit E assignments due. *Unit E Test	*1-5 **a,c
Mon. Oct. 19	Unit F	Unit F: Access Projects	-Unit F Review -*Inventory for Aquarius Arts Pages 140-147. -*Author Database for Global Books Pages 148-153. -*Database for Pathway Tours Pages 154-157.	*1-5 **a,c
Tues. Oct. 20	Unit F	Unit F: Access Projects	Continue Unit F in class	*1-5 **a,c
Weds. Oct. 21	Unit F	Unit F: Access Projects	Continue Unit F in class	*1-5 **a,c
Thurs. Oct.22	Unit F	Unit F: Access Projects	* Unit F assignments due. *Unit F Test	*1-5 **a,c
Mon. Oct. 26	Unit G	Integration Projects II	-Unit G Review -*Package for Southwest Jazz Festival Pages 166-173. -*Report for Silver Moon Teas Pages 174-179. -*Collection Catalogue for Alpha Gallery Pages 180-183.	*1-5 **a,c
Tues. Oct. 27	Unit G	Integration Projects II	Continue Unit G in class	*1-5 **a,c
Weds. Oct. 28	Unit G	Integration Projects II	Continue Unit G in class	*1-5 **a,c
Thurs. Oct. 29	Unit G	Integration Projects II	* Unit G assignments due. *Unit G Test	*1-5 **a,c
Mon. Nov. 2	Unit H	PowerPoint Projects	-Unit H Review -*Training Presentation on Oral Presentation Skills Pages 196-203. -*Poster for Cedar Trails Park Pages 204-209. -*Pacific Spirit Tours Presentation Pages 210-213.	*1-5 **a,c
Tues. Nov. 3	Unit H	PowerPoint Projects	Continue Unit H in class	*1-5 **a,c
Weds. Nov. 4	Unit H	PowerPoint Projects	Continue Unit H in class	*1-5 **a,c

Thurs. Nov. 5	Unit H	PowerPoint Projects FALL ACTIVITY DAY	Continue Unit H in class	*1-5 **a,c
Mon. Nov. 9	Unit H	PowerPoint Projects	Continue Unit H in class	*1-5 **a,c
Tues. Nov. 10	Unit H	PowerPoint Projects	Continue Unit H in class	*1-5 **a,c
Weds. Nov. 11	Unit H	PowerPoint Projects	Continue Unit H in class	*1-5 **a,c
Thurs. Nov. 12	Unit H	PowerPoint Projects	* Unit H assignments due. *Unit H Test	*1-5 **a,c
Mon. Nov. 16	Unit I	Integration Projects III	-Unit I Review *Welcome Presentation for Goose Point Estates Pages 230-237.	*1-5 **a,c
Tues. Nov. 17	Unit I	Integration Projects III	Continue Unit I in class	*1-5 **a,c
Weds. Nov. 18	Unit I	Integration Projects III	Continue Unit I in class	*1-5 **a,c
Thurs. Nov. 19	Unit I	Integration Projects III	* Unit I assignments due. *Unit I Test	*1-5 **a,c
Mon. Nov. 23	Exit Exam		-Review for Exit Exam	*1-5 **a,c
Tues. Nov. 24	Exit Exam		-Review for Exit Exam	*1-5 **a,c
Weds. Nov. 25		HOLIDAY-NO CLASS		
Thurs. Nov. 26		HOLIDAY-NO CLASS		
Mon. Nov. 30	Exit Exam		-Review for Exit Exam	*1-5 **a,c
Tues. Dec. 1	Exit Exam		* Exit Exam Part 1 taken in class	*1-5 **a,c
Weds. Dec. 2	Exit Exam		* Exit Exam Part 2 taken in class	*1-5 **a,c
Thurs. Dec. 3	Exit Exam	LAST DAY OF FALL SEMESTER	* Exit Exam Part 3 taken in class	*1-5 **a,c

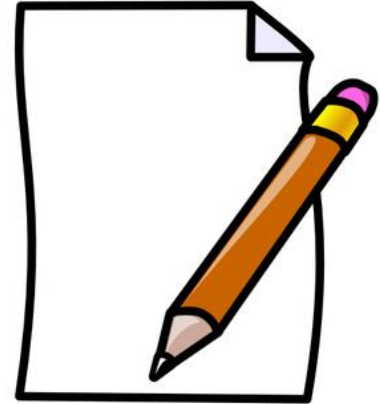
* **BUSN 2210 Competency Areas: (will vary for each course/taken from state standards)**

1. Integrated Programs/Applications
2. Communication Skills
3. Telecommunications Skills
4. Records Management Skills
5. Office Equipment/Supplies

****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
JOB ROTATION ASSIGNMENTS
ALLIED TECHNOLOGY CORPORATION
INSTRUCTION SHEET



Job Description:

Your name is Chris Downing. You have been hired as an Administrative Assistant by Allied Technology Corporation. You will be working in the Omaha branch offices. You will report directly to Mary Andrews, manager (for class purposes, the instructor) of the Human Resources and Development Department.

As an Administrative Assistant, you must be efficient, knowledgeable, and professional. You must be a decision maker, and you must be willing to change as new methods, ideas, and technology are incorporated into the business. You must be able to work well with other employees as well as with the customers. Human relations skills are a must in the office! You should be creative as well as intelligent and you must be able to make quick but good decisions.

Instructions:

As part of this capstone course and to facilitate a simulated work environment, you will complete the job rotation assignments given to you in the folder. There are 22 (about five to six documents completed each day) assignments. Each employee (student) will be assigned a week at the desk to complete the work. The employee will sign in on the time sheet each day they arrive to “work”. Each employee may complete the assignments in whatever order they choose. Upon completion of each assignment, they must be saved to a flash drive. The flash drive will be turned in with the folder upon completion in the designated area in the lab. Once placed in the designated area, they can’t be removed. It will be understood they are completed by the employee and will be retrieved by the instructor to grade. The time sheet will be placed on top in the folder with the assignments to grade. **Note that the flash drive will be labeled with the employee’s name and turned in each day before leaving the lab. If the flash drive is not turned in, five points will be deducted every day from the final grade.**

When the employee’s assigned week is completed at the desk, then the employee will rotate out with the next employee.

****Note that when the employee is absent from work they must make-up the assignments to receive credit.**

BUSN 2210-APPLIED OFFICE PROCEDURES

GRADING SCALE INFORMATION



1. **Three points will be assessed per error on assignments.** Instructor reserves the right to deduct less or more depending on type of error.
2. Ten points will automatically be deducted for not keying name on assigned work or not keying your name and assignment information in the Document Properties of the databases or spreadsheets.
3. Unit projects/assignments will be completed from the textbook. The unit projects will be saved to the student's P drive (student drive) in their BUSN 2210 folder for grading. The assignments count 20 percent of the final grade.
4. Job rotation assignments will be given to the students as they are assigned to the desk to work. The job rotation assignments will be saved to a flash drive for grading. The assignments count 20 percent of the final grade.
5. Production Tests will be taken in this capstone course. *No objective tests.
6. Pop Quizzes will be randomly given throughout the semester. Pop Quizzes cannot be made up. Grades of zero will automatically be assigned.
7. Exit Exam will be taken in this capstone course. It will be given in three parts. This counts 35 percent of the final course grade and students must earn a 70 or better on the exam to pass the course.

***REVISED FALL SEMESTER 2015**

****INSTRUCTOR RESERVES THE RIGHT TO CHANGE GRADING SCALE AT ANY POINT DURING THE SEMESTER.**

**** LATE WORK WILL NOT BE ACCEPTED FOR THIS CLASS. GRADES OF ZERO WILL BE ASSIGNED FOR ANY MISSING WORK.**