



BUSN 2210—Applied Office Procedures

COURSE SYLLABUS

Hybrid

Fall Semester 2017

COURSE INFORMATION

Credit Hours/Minutes: 3/3750

Class Location: Room 2122, Building 2

Class Meets: 10:30 a.m.–11:45 a.m. / M & W / 60% F2F and 40% hybrid

CRN: 20123

Preferred Method of Contact: Student Email

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Karen H. Mountain

Office Location: Building 2, Room 2123

Office Hours: (M) 2:30 – 6 p.m.; (T) 2:30 – 6:00 p.m.; (W) 2:30 – 5 p.m.; (Th) 12:45-1:15 p.m.

Email Address: kmountain@southeasterntech.edu

Phone: 478-2389-2220

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.

REQUIRED TEXT



Microsoft Office 2016 Projects, Illustrated Series. Carol Cram (2014). CENGAGE Learning.

ISBN: 978-1-305-87868-6.

REQUIRED SUPPLIES & SOFTWARE

Supplies to include pencils, pens, paper, highlighter, notebook, etc. Students will be required to use Microsoft Word, Excel, PowerPoint, and Access. 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 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.

COURSE DESCRIPTION

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course. Program students will take exit exam when enrolled in this course.

MAJOR COURSE COMPETENCIES

Topics include: communications skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications.

PREREQUISITE(S)

BUSN 1440, BUSN 1240, BUSN 1400, BUSN 1410

COREQUISITE(S)

ACCT 1100, BUSN 2190

COURSE OUTLINE

1. Integrated programs/applications
2. Communication skills
3. Telecommunications 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.

STUDENT REQUIREMENTS (HYBRID)

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!!!!**

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 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

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.

EXIT EXAM

All Business Technology (BT) diploma and BT degree students are required to take the BT Exit Exam test toward the end of the semester the student is enrolled in BUSN 2210. The test will be administered by the BT 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.

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. 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!!!!**

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.

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:

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" 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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 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).

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

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on STC’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 [STC website](#).

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
Unit Projects/Assignments	40%
Quizzes	25%
Exit Exam	35%
Total	100%

GRADING SCALE

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

Course Number and Name

Fall Semester 2018 Lesson Plan

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1 Mon Aug 14	Module 1	First Day of Class: -Introduction to Course -Review Course Syllabus/Lesson Plan - Module 1: Word Projects I	In Class: Set up folder on S Drive for Class -Discuss Supplies for Class ➤ Module 1 Event Program for Author Readings ➤ Feedback Form for Summer Day Camp ➤ Research Paper in MLA Style Hybrid: Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgment Quiz, and Student Introduction.-Preview Projects in textbook	1,3,4 c
Wed Aug 16	Module 1	Module 1: Word Projects I	-Continue Module 1 Projects	3,4 c
Week 2 Mon Aug 21	Module 1	Module 1: Word Projects I	-Continue Module 1 Projects	3,4 c
Wed Aug 24	Module 1	Module 1: Word Projects I	*Module 1 Assignments Due to Instructor by end of class. Print and file in folder for grading.	3,4 c
	Module 2	Module 2: Word Projects II	Module 2 ➤ Multipage Proposal for Earth Wise Conference ➤ Six-Panel Program Brochure ➤ One-Page Resume for Martin Chavez	
Week 3 Mon Aug 28	Module 2	Module 2: Word Projects II	-Continue Module 2 Projects in class	3,4 c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Wed Aug 30	Module 2	Module 2: Word Projects II	-Continue Module 2 Projects in class	3,4 c
Mon Sept 4		LABOR DAY HOLIDAY – NO CLASS		
Week 4 Wed	Sept 6 Module 2	Module 2: Word Projects II	-Continue Module 2 Projects in class	3,4 c
			* Module 2 Assignments Due to Instructor by end of class. Print and file in folder for grading.	
Mon Sept 11	Module 1 & 2 Quiz	Module 1 and 2 Quiz	* Module 1 and 2 Quiz	3,4 b,c
	Module 3	Module 3: Excel Projects I	<ul style="list-style-type: none"> ➤ Module 3 Personal Budget ➤ Invoice Form and Tracker ➤ Loan Amortization Schedule 	
Week 5 Wed Sept 13	Module 3	Module 3: Excel Projects I	-Continue Module 3 Projects in class	3,4 b,c
Mon Sept 18	Module 3	Module 3: Excel Projects I	-Continue Module 3 Projects in class	3,4 b,c
			* Module 3 Assignments Due to Instructor by end of class. Print and file in folder for grading.	
Week 6 Wed Sept 20	Module 4	Module 4: Excel Projects II	Module 4 <ul style="list-style-type: none"> ➤ Sales Forecast for Move Forward Consulting ➤ Customer Profile for Old World Walks ➤ Sales Report for Gourmet Style 	2,3,4 b,c
Mon Sept 25	Module 4	Module 4: Excel Projects II	-Continue Module 4 Projects in class	2,3,4 b,c
Week 7 Wed Sept 27	Module 4	Module 4: Excel Projects II	-Continue Module 4 Projects in class	2,3,4 b,c

Date/ Week	Chapter/ Lesson	Content	Assignments & Tests Due Dates	Competency Area
Mon Oct 2	Module 3 and 4 Quiz	Module 4: Excel Projects II Module 3and 4 Quiz	-Continue Module 4 Projects in class * Module 4 Assignments Due to Instructor by end of class. Print and file in folder for grading. * Module 3 and 4 Quiz	2,3,4 b,c
Week 8 Wed Oct 4	Module 5 Integration Projects 1	Module 5: Integration Projects I	➤ Module 5 Marketing Update for Classic Tours -Continue Module 5 Project in class	3,4 b,c
Mon Oct 9	Module 5 Integration Projects 1	Module 5: Integration Projects I Midterm	*Module 5 Assignment Due to Instructor by end of class. Print and file in folder for grading.	3,4 b,c
	Module 6	Module 6: Access Projects	➤ Module 6 Inventory Database for Aquarius Arts ➤ Author Database for Action Books ➤ Database for Winding Road Tours	
Week 9 Wed Oct 11	Module 6	Module 6: Access Projects	-Continue Module 6 Projects in class	3,4 c
Mon Oct 16	Module 6	Module 6: Access Projects	-Continue Module 6 Projects in class *Module 6 Assignments Due to Instructor by end of class. Print and file in folder for grading.	3,4 c
Week 10 Wed Oct 18	Module 7 Integration Projects II	Module 7: Integration Projects II	Module 7 ➤ Collection Catalogue for Mirage Gallery	3,4 c
Mon Oct 23	Module 7 Integration Projects II	Module 7: Integration Projects II <i>Returning Student Registration Begins</i> 65% Point	-Continue Module 7 Project in class *Module 7 Assignment Due to Instructor by end of class. Print and file in folder for grading	3,4 c

Week 11 Wed Oct 25	Module 8 Module 8: PowerPoint Projects	Module 8 ➤ Training Presentation on Presentation Skills	➤ Poster for Gold Stream Park ➤ Coastal Spirit Tours Presentation	1,3,4 c
Mon Oct 30	Module 8	Module 8: PowerPoint Projects	-Continue Module 8 Projects in class	1,3,4 c
Week 12 Wed Nov 1	Module 8	Module 8: PowerPoint Projects <i>Returning Student Registration Ends</i>	-Continue Module 8 Projects in class	1,3,4 c
Mon Nov 6	Module 8	Module 8: PowerPoint Projects <i>New Student Registration Begins</i>	-Continue Module 8 Projects in class *Module 8 Assignments Due to Instructor by end of class.	1,3,4 c
Week 13 Wed Nov 8	Module 7 & 8 Quiz Module 9 Integration Projects III	Module 7 and 8 Quiz Module 9:Independent Challenges	* Module 7 and 8 Quiz ➤ Independent Challenge 2	1,3,4,5 b,c
Mon Nov 13	Module 9 Integration Projects III	Module 9:Independent Challenges	➤ Independent Challenge 3 -Continue Independent Challenges 2 and 3	1,2,3,4,5 b,c
Week 14 Wed Nov 15	Module 9 Integration Projects III	Module 9:Independent Challenges	-Continue Independent Challenges 2 and 3 Module 9: 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 21	Review	Review for Exit Exam <i>New Student Registration Ends</i>	-Review Projects for Exit Exam	1,2,3,4,5 b,c
Wed Nov 22		Thanksgiving Holidays – No Classes		
Week 15 Mon Nov 27	Exit Exam	Exit Exam	➤ Exit Exam taken in class	1,2,3,4,5 b,c
Wed Nov 29	Exit Exam	Exit Exam LAST DAY OF CLASS	➤ Exit Exam taken in class	1,2,3,4,5 b,c

Competency Areas:

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.

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.

BUS 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 Quiz**

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 Quiz**

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 Quiz**

- _____ Module 9: Independent Challenge 2

- _____ Module 9: Independent Challenge 3

_____ ****EXIT EXAM**

_____ Module Projects/Assignments	35%
_____ Module Quizzes	30%
_____ **Exit Exam	35%
_____ Grade	