



BUSN 2210-Applied Office Procedures
COURSE SYLLABUS
Online
Fall Semester 2017

COURSE INFORMATION

Credit Hours/Minutes: 3/3750
Class Location: GVTC/Blackboard
Class Meets: Via Internet for 15 weeks
CRN: 20138
Preferred Method of Contact: tjernigan@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

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

REQUIRED TEXT



Microsoft Office 365/Office 2016 Projects Illustrated Series. Cram, Carol M, CENGAGE Learning, ISBN: 978-1-305-87668-6.

REQUIRED SUPPLIES & SOFTWARE

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. Students will be required to use Office 2016 for this class (Word, Excel, Access, 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)

ACCT1100, 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.

STUDENT REQUIREMENTS (ONLINE)

Assigned work from the book must be completed in the appropriate software application, saved, uploaded, and attached for grading in Blackboard. A grade of zero will be assigned for any work not submitted. No make-up or late work is allowed for this class.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related 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 will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week. 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.

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.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor's discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is scheduled on the following dates and times: Swainsboro Campus: Monday, November 6, 2-3 p.m. Building 2, Room 2122 OR Vidalia Campus: Tuesday, November 7, 2-3 p.m. Gillis Building, Lab 809. The proctored exam for this class will be the exit exam.

EXIT EXAM

All Business Technology Business Administrative Assistant specialization diploma and Business Technology degree students are required to take the BT Exit Exam when 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 percent 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.

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

Failure to take tests will result in a grade of zero. No make-up tests are allowed. If internet or browser failure occurs while taking a test, contact instructor immediately. A decision will be made at that time if the test will be reset. The instructor reserves the right to deduct points from the test scores for exceeding the scheduled time limit on the tests and/or requiring the student to come to campus to take the test.

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
Module Projects	35%
Module Tests	20%
Discussion Boards	10%
Proctored Exam (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 2017 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates *Indicates assignments to submit for a grade	Competency Area
Mon. Aug. 14		First Day of the Semester!	Required Orientation Assignments: -Click the Getting Started link on the course menu in the BB course and complete the items. Complete the orientation assignments (Pledge and Student Introductions -Make contact with instructor via email to reserve spot and intent on completing this class.	
Week 1 Aug. 15-21	Module 1	Word Projects I	-*Event Program Pages 2-7 -*Feedback Form Pages 8-13 -*Research Paper in MLA Style Pages 14-19 -* Discussion Board 1- Due Monday, August 21, midnight.	*1-5 **a,c
Week 2 Aug. 22-28	Module 1	Word Projects I	-*Visual Workshop Page 28 -*Discussion Board 2 -* Word Module 1 assignments and DB2 due Monday, August 28, midnight.	*1-5 **a,c
Week 3 Aug. 28-Sept. 4	Module 2	Word Projects II HOLIDAY-MONDAY, SEPTEMBER 4	-*Multipage Pages 30-37 -*Six-Panel Program Brochure Pages 38-43 -*One-Page Resume Pages 44-45 -* Discussion Board 3- Due Tuesday, September 5, midnight.	*1-5 **a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates *Indicates assignments to submit for a grade	Competency Area
Week 4 Sept. 5-11	Module 2	Word Projects II	-*Discussion Board 4 -*Module 1 and 2 Test *Word Module 2 assignments, DB4, and test due Monday, September 11, midnight.	*1-5 **a,c
Week 5 Sept. 12-18	Module 3	Excel Projects I	-*Personal Budget Pages 56-63 -*Invoice Form and Tracker Pages 64-69 -*Loan Amortization Schedule Pages 70-73 -*Discussion Board 5- Due Monday, September 18, midnight.	*1-5 **a,b,c
Week 6 Sept. 19-25	Module 3	Excel Projects I	-*Visual Workshop Page 82 *Excel Module 3 assignments due Monday, September 25, midnight.	*1-5 **a,b,c
Week 7 Sept. 26-Oct. 2	Module 4	Excel Projects II	-*Sales Forecast Pages 84-91 -*Customer Profile Pages 92-97 -*Sales Report Pages 98-101	*1-5 **a,b,c
Week 8 Oct. 3-9	Module 4	Excel Projects II MID-TERM-MONDAY, OCTOBER 9	-*Module 3 and 4 Test *Excel Module 4 assignments and test due Monday, October 9, midnight.	*1-5 **a,b,c
Week 9 Oct. 10-16	Module 5	Integration Projects I	-*Performance Reviews Pages 112-119 -*Sales Report Pages 120-125 -*Module 5 Test *Excel Module 5 assignments and test due Monday, October 16, midnight.	*1-5 **a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates *Indicates assignments to submit for a grade	Competency Area
Week 10 Oct. 17-23	Module 6	Access Projects	-*Author Database Pages 148-153 -*Module 6 Test *Module 6 assignment and test due Monday, October 23, midnight.	*1-5 **a,c
Week 11 Oct. 24-30	Module 8	PowerPoint Projects	-*Training Presentation Pages 196-203 -*Poster Presentation Pages 204-209 -*Coastal Spirit Tours Presentation Pages 210-213 -*Module 8 Test	*1-5 **a,c
Week 12 Oct. 31-Nov. 6	Proctored Exam	Proctored Exam Dates: Swainsboro Campus: Monday, November 6, 2-3 p.m. Building 2, Room 2122 OR Vidalia Campus: Tuesday, November 7, 2-3 p.m. Gillis Building, Lab 809.	*Module 8 assignments and test due Monday, November 6, midnight. *The proctored exam will be the Exit exam. Students will have three parts to complete. Students will use Word, Excel, and PowerPoint to complete the exam.	*1-5 **a,b,c
Week 13 Nov. 7-13	Module 7	Integration Projects II	-*Collection Catalogue Pages 180-183 -*Module 7 Test *Module 7 assignment and test due Monday, November 13, midnight.	*1-5 **a,c
Week 14 Nov. 24-20	Module 9	Integration Projects III	-*Event Presentation Pages 238-241 -*Module 9 Test	*1-5 **a,c
Week 15 Nov. 21-29		HOLIDAYS-NOVEMBER 22 AND 23	*Module 9 assignment and test due Wednesday, November 29, midnight.	
Thurs. Nov. 30		FALL SEMESTER ENDS		

***Competency Areas:**

1. Integrated Programs/Applications
2. Communication Skills
3. Telecommunication Skills
4. Record 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.

GRADING SCALE INFORMATION

- Three points will be assessed per error on assignments. Instructor reserves the right to deduct less or more depending on type of error. All assignments from the Modules will be completed using Office 2016 using Word, Excel, Access, and PowerPoint. Each assignment will be saved, uploaded, and attached for grading in the appropriate folders in the Blackboard course. Instructor will NOT grade work from any other location.
- 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. Take ownership of all your work!
- Module Tests will be taken in this capstone course. The module tests will be similar to the assignments in the book but count as a test grade. *No objective tests.
- Five discussion boards will be completed weeks 1-5. These count 10 percent of the final grade and are required. Students must post at least two comments to each discussion board. This means at least one original comment/response/thought and at least one reply to another student in class. These cannot be posted late.
- The proctored exam for this course will be the exit exam. 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 2017**

****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.**

BUSN 2210 DISCUSSION BOARD GRADING RUBRIC

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	<p>Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."</p>
1	0	70	<p>Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for</p>

# of Discussion Posts	# of Discussion Replies	Grade	Due Date, Length, Grammar and Spelling Requirements
			each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length.
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.