



**BUSN 1440 Document Production
COURSE SYLLABUS
Fall Semester 2022 (202312)
On Campus Course With 50% or Less of Instruction Online**

COURSE INFORMATION

Credit Hours/Minutes:4/5250

Campus/Class Location: Room 806, Gillis Medical Building, Vidalia Campus

Class Meets: 8:30 a.m. – 10:00 a.m./Mon and Wed/50% F2F and 50% hybrid

Course Reference Number (CRN): 20312

Preferred Method of Contact: email lwhitfield@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Linda Whitfield

Email Address: lwhitfield@southeasterntech.edu

Campus/Office Location: Room 804, Gillis Medical Building, Vidalia Campus

Office Hours: 2:00 p.m. – 4:30 p.m. Monday - Thursday

Phone: 912-538-3158

Fax Number: 912-538-3106

This course requires students to complete a portion of the required contact hours by attending classes on campus while completing the remaining portion online as shown on the Lesson Plan.

SOUTHEASTERN TECHNICAL COLLEGE (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>).

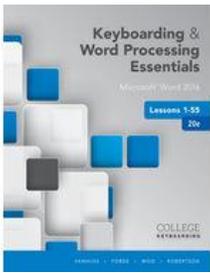
REQUIRED TEXT

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 or 912-538-3129 or online.

The ISBN that you will need to access the ebook along with SAM will be 978-1-337-11451-6.

If you do not choose to purchase the Cengage Unlimited Printed Access Card, the book information is Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft Word 2016: College Keyboarding, 20e Edition bundle with Skills Assessment Manager (SAM) Printed Access Card: 6-Month Instant Access. South-Western Cengage Learning. VanHuss, Forde, Woo, Robertson. ISBN-13: 9781337801577.



REQUIRED SUPPLIES & SOFTWARE

Students will use the SAM 2016 software to complete their assignments.

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

Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents.

MAJOR COURSE COMPETENCIES

Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

PREREQUISITE(S)

The ability to key at least 25 gross words per minute on 3-minute timings with no more than 3 errors or BUSN 1100. COMP 1000 or Guided Elective.

COREQUISITE(S)

COMP 1000 or Guided Elective

COURSE OUTLINE

1. Reinforcing correct keyboarding technique
2. Building speed and accuracy
3. Formatting business documents
4. Language arts
5. Proofreading
6. Work area management

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

Students are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Sunday of each week. Assignments not completed in SAM must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard. A grade of zero will automatically be assigned for any work submitted past the due date.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 50 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email and other STC resources can be accessed from the [mySTC](#) tab on STC's Website. Email can also be accessed in the menu of your Blackboard course.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, students are highly encouraged to wear masks or face coverings while in a classroom or lab at Southeastern Technical College. Masking may be implemented in some program areas (i.e. Health Sciences and Cosmetology) where students, faculty, and clients are in close proximity and social distancing cannot be maintained. 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).

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.

COVID-19 Key Symptoms
Fever or felt feverish
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
In the past 14 days, if you:
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).

COVID-19 SELF-REPORTING REQUIREMENT

Students, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

ON CAMPUS (CA) 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" (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: [Daphne Scott](mailto:dscott@southeasterntech.edu) (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.

Vidalia Campus: [Helen Thomas](mailto:hthomas@southeasterntech.edu) (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: [Daphne Scott](mailto:dscott@southeasterntech.edu) (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas](mailto:hthomas@southeasterntech.edu) (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 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 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.

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

Failure to take module tests or complete an assignment will result in a grade of zero. No makeup exams are allowed. If Internet or browser failure occurs while taking an exam, contact instructor immediately. A decision will be made at that time if the exam will be reset. The instructor reserves the right to deduct points from exam scores for exceeding the scheduled time limit on the exams and/or requiring student to come to campus to take the exam. **ASSIGNMENTS WILL NOT BE ACCEPTED LATE FOR THIS CLASS. THIS INCLUDES MODULE WORK, DISCUSSION BOARDS, AND/OR TESTS. IF WORK IS NOT COMPLETED BY THE DUE DATES, A GRADE OF ZERO WILL BE GIVEN. NO EXCEPTIONS.**

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

As set forth in the student catalog, Southeastern Technical does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

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

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

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's 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 GRADING SCALE

Assessment/Assignment	Percentage
Objective Tests	20%
Production Tests	35%
Module Assignments	35%

Assessment/Assignment	Percentage
Keyboarding Goal	10%

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

BUSN 1440 Document Production

Fall Semester 2022 Lesson Plan

Approximately 50 percent of the assignments will be completed in the classroom. Approximately 50 percent of the assignments will be completed outside of the classroom using SAM software. Daily assignments are listed below. Assignments that are not completed during the scheduled class time will be completed by the student outside of the classroom. This will be the online portion of this course. Students must work outside of the scheduled class time in order to complete the assignments listed below. Due dates are also listed below.

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
Monday August 15		First Day of Class	<p>Orientation Assignments:</p> <p>Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgment Quiz, and Student Introduction.</p> <p>You will need to complete the Blackboard Online Orientation along with the Online Orientation Quiz.</p> <p>You will need to set up your account in the Skills Assessment Manager (SAM) Keyboarding Course. See information in Blackboard and email for complete instructions.</p> <p>Due August 17 midnight</p>	

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
Week 1	Quick Review Lesson Tab	Quick Review in SAM Keyboarding	Lessons Listed in Quick Review Section: Alphabetic Keys 1-25 Alphabetic Keys 26 – 50 Numeric Keys Easy Lines 1 – 25 Easy Lines 26 – 50 Enter Key Space Bar Shift Keys Caps Lock Tab Key	1-6 a,b,c
Week 2	Quick Review Lesson Tab	Quick Review in SAM Keyboarding YOU WILL RECEIVE A GRADE OF “0” IF YOU DO NOT COMPLETE ALL OF THE ASSIGNMENTS IN THE QUICK REVIEW SECTION.	Continue Quick Review Assignments Quick Review Section: Alphabetic Keys 1-25 Alphabetic Keys 26 – 50 Numeric Keys Easy Lines 1 – 25 Easy Lines 26 – 50 Enter Key Space Bar Shift Keys Caps Lock Tab Key All Quick Review Lessons due in SAM Keyboarding by midnight, August 28	1-6 a,b,c
Week 3	Module 3	Module 3: Word 2016 Essentials	Begin work on Module 3 Assignments See Blackboard for list of assignments	1-6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
Week 4	Module 3	Module 3: Word 2016 Essentials	<p>Module 3 assignments completed in SAM Keyboarding by midnight, September 11</p> <p>Module 3 Objective Test in Blackboard by midnight, September 11</p> <p>Module 3 Production Test due in Blackboard by midnight, September 11</p>	1-6 a,b,c
Week 5	Module 4	Module 4: Memos and Letters	Begin work on Module 4 Assignments See Blackboard for list of assignments	1-6 a,b,c
Week 6	Module 4	Module 4: Memos and Letters	<p>Module 4 assignments completed in SAM Keyboarding by midnight, September 25</p> <p>Module 4 Objective Test in Blackboard by midnight, September 25</p> <p>Module 4 Production Test due in Blackboard by midnight, September 25</p>	1-6 a,b,c
Week 7	Module 5	Module 5: Tables	Begin work on Module 5 Assignments See Blackboard for list of assignments	1-6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
Week 8	Module 5	Module 5: Tables	<p>Module 5 assignments completed in SAM Keyboarding by midnight, October 9</p> <p>Module 5 Objective Test in Blackboard by midnight, October 9</p> <p>Module 5 Production Test due in Blackboard by midnight, October 9</p>	1-6 a,b,c
Week 9	Module 6	Module 6: Reports	<p>Begin work on Module 6 Assignments See Blackboard for list of assignments</p>	1-6 a,b,c
Week 10	Module 6	Module 6: Reports	<p>Module 6 assignments completed in SAM Keyboarding by midnight, October 23</p> <p>Module 6 Objective Test in Blackboard by midnight, October 23</p> <p>Module 6 Production Test due in Blackboard by midnight, October 23</p>	1-6 a,b,c
Week 11	Module 7	Module 7: Graphics	<p>Begin work on Module 7 Assignments See Blackboard for list of assignments</p>	1-6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
Week 12	Module 7	Module 7: Graphics	Module 7 assignments completed in SAM Keyboarding by midnight, November 6 Module 7 Objective Test in Blackboard by midnight, November 6 Module 7 Production Test due in Blackboard by midnight, November 6	1-6 a,b,c
Week 13	Module 8	Module 8: Palmetto Event Solutions	Begin work on Module 8 Assignments See Blackboard for list of assignments	1-6 a,b,c
Week 14	Module 8	Module 8: Palmetto Event Solutions	Module 8 assignments completed in SAM Keyboarding by midnight, November 20	1-6 a,b,c
Week 15		Thanksgiving Holidays November 23 and 24	Keyboard Goal-Final Exam 3 Timed Writings November 28	1-6 a,b,c

COMPETENCY AREAS:

1. Reinforcing Correct Keyboarding Technique English
2. Building Speed and Accuracy problems
3. Formatting Business Documents information
4. Language Arts
5. Proofreading
6. Work Area Management

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.

ADDITIONAL INFORMATION REGARDING BUSN 1440:

- This lesson plan is subject to change at instructor's discretion during the semester. Students will be notified of any changes to tests, assignments, and/or due dates for assignments.
- Students are NOT required to complete the Skill Builders or Communication Skills sections of the textbook unless indicated by instructor. Students are strongly encouraged to complete Skill Builders within SAM to build speed and accuracy to improve and meet Keyboarding Goal by the end of the semester.

BUSN 1440-DOCUMENT PRODUCTION

Straight Copy Speed and Accuracy Scoring Tables

All timed writings must be completed in the classroom with the instructor present on the day of the Keyboarding Goal-Final Exam. Final straight copy keyboarding skill achieved in BUSN 1440 Keyboarding Goal-Final Exam counts for 10% of the final course grade. The speed and accuracy score will be based on the best three 5-minute timed writings. The tables below show the standard for final speed and accuracy grades. To establish final grades, speed will be counted twice and accuracy will be counted once. **In order to qualify, a timed writing must have at least 25 GWAM and 5 errors or less.**

SPEED SCORING

<u>GROSS</u> <u>WORDS</u>	<u>SCORE</u>
25	70
26	71
27	72
28	73
29	74
30	75
31	76
32	77
33	78
34	79
35	80
36	82
37	84
38	86
39	88
40	90
41	92
42	94
43	96
44	98
45+	100

ACCURACY SCORING

<u>ERRORS</u>	<u>SCORE</u>
0	100
1	94
2	88
3	82
4	76
5	70

GRADING SCALE FOR PRODUCTION TESTS

- Two points (2) will be deducted for each error on production tests. This may include spelling, grammar, formatting, etc.

GRADING SCALE FOR DAILY (MODULE) ASSIGNMENTS

- Any missing assignments will be assigned a grade of zero. No exceptions.

BUSN 1440—Document Production—DOCUMENT SHEET

Quick Review-In SAM

_____ *Module Assignments*

Module 3— Word 2016 Basic

_____ *Module Assignments*

_____ **TEST—Objective**

_____ **TEST—Production**

Module 4— Memos and Letters

_____ *Module Assignments*

_____ **TEST—Objective**

_____ **TEST—Production**

Module 5— Tables

_____ *Module Assignments*

_____ **TEST—Objective**

_____ **TEST—Production**

Module 6— Reports

_____ *Module Assignments*

_____ **TEST—Objective**

_____ **TEST—Production**

Module 7— Graphics

_____ *Module Assignments*

_____ **TEST—Objective**

_____ **TEST—Production**

Module 8— Palmetto Event Solutions Assignments

_____ *Module Assignments*

_____ Module Assignments - 35%

_____ Objective Tests - 20%

_____ Production Tests – 35%

_____ Keyboarding Goal – 10%

_____ Grade

Timed Writings (best three)/Grade

#1 _____/_____

#2 _____/_____

#3 _____/_____

