



## **TENTATIVE—SUBJECT TO CHANGE**

### **BUSN 2210—Applied Office Procedures COURSE SYLLABUS**

**Fall Semester 2022 (202312)**

**On Campus Course With 50% or Less of Instruction Online**

#### **COURSE INFORMATION**

Credit Hours/Minutes: 3/3750

Campus/Class Location: Swainsboro Campus, Room 2122, Building 2

Class Meets: Monday and Wednesday 9:30-10:20 a.m. 50% F2F/50% Online

Course Reference Number (CRN): 20323

Preferred Method of Contact: email [kmountain@southeasterntech.edu](mailto:kmountain@southeasterntech.edu)

#### **INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Karen H. Mountain

Email Address: [Karen H. Mountain \(kmountain@southeasterntech.edu\)](mailto:kmountain@southeasterntech.edu)

Campus/Office Location: Swainsboro Campus/Building 2, Room 2123

Office Hours: Monday & Wednesday, 2:30 – 5 p.m.; Tuesday & Thursday, 9:30 a.m. – 12 p.m.

Phone: 478-289-2220

Fax Number: 478-248-6336

**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'S (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](https://catalog.southeasterntech.edu/) (<https://catalog.southeasterntech.edu/>).

#### **REQUIRED TEXT**

Cengage Unlimited Printed Access Card

Semester Access (4 month) 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](mailto:stcbookstore@southeasterntech.edu) or 912-538-3129 or online. **This course does not have a physical book.**

#### **REQUIRED SUPPLIES & SOFTWARE**

Students will be required to use Mindtap and Microsoft Office 2019 version of Microsoft Word, Excel, PowerPoint, and Access. Students can download Microsoft Office 2019 from MySTC via Remote Lab for free. Students are required to check their STC student email daily.

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**

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)**

BUSN 1240, BUSN 1400, BUSN 1410, BUSN 1440

## **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**

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 complete the Exit Exam. All tests and assignments are due at **11:59 p.m. on Sundays** of each week. Assignments will be completed in Mindtap and Blackboard. A grade of zero will be assigned for any work not submitted. **No make-up or late work is allowed for this class.**

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a **minimum of 75 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 is accessed at <https://portal.office.com>, under Quick links on our webpage, or 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.

<b>COVID-19 Key Symptoms</b>
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
<b>In the past 14 days, if you:</b>
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, Exposure Control Coordinator, [swaters@southeasterntech.edu](mailto:swaters@southeasterntech.edu), 912-538-3195.

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

## **EXIT EXAM**

Students are required to score a minimum of 70% on the exit exam to pass this course.

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

Students are required to take all tests scheduled during the semester. Failure to take Blackboard and or Mindtap Tests/Exams, and assignments will result in a grade of zero. There will be no makeup of assignments or EXAMS. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Assignments must be turned in on the assigned date and time and will not be accepted late, a grade of zero will be given. All assignments are due according to the lesson plan. The due dates are posted on the lesson plan. If you have adverse issues that arise due to Covid-19, let your professor know immediately via email.

## **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 College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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:

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

## 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 \(STC\) 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

<b>Assessment/Assignment</b>	<b>Percentage</b>
Projects	35%
Capstone Projects	30%
Exit Exam	35%

## GRADING SCALE

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

## BUSN 2210 Applied Office Procedures Fall Semester 2022 Lesson Plan

Date/Week	Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>First Day of Class</b>  Monday, August 15		First Day of Class  <b>August 17: Last Day of Drop/Add</b>	<b>Orientation Assignments:</b> Select Getting Started on the course menu in the Blackboard course to complete <ol style="list-style-type: none"> <li>1. Orientation Assignments,</li> <li>2. Pledge Acknowledgement Quiz,</li> <li>3. Student Introduction.</li> <li>4. Complete the Blackboard Online Orientation</li> <li>5. Online Orientation Quiz.</li> <li>6. Complete the COVID Quiz</li> <li>7. <b>Read the syllabus!!!</b></li> </ol> <b>Set up Cengage Unlimited:</b> In the Lessons folder, click START HERE and watch the Cengage Registration Process video and complete the steps outlined in the video.  <b>Due August 17 at 11:59 p.m.</b>	
<b>Week 1</b>  August 15-21	Word	Word Projects	<b>In Class:</b> Instructor overview of Word concepts  <b>Online/Mindtap:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Word Project 1</li> <li><input type="checkbox"/> Word Project 2</li> <li><input type="checkbox"/> Word Project 3</li> </ul> <b>Due SUNDAY, August 21 at 11:59 p.m.</b>	1,3,4 a,c
<b>Week 2</b>  August 22-28	Word	Word Projects	<b>In Class:</b> Instructor overview of Word concepts  <b>Online/Mindtap:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Word Project 4</li> <li><input type="checkbox"/> Word Project 5</li> <li><input type="checkbox"/> Word Project 6</li> </ul> <b>Due August 28 at 11:59 p.m.</b>	3,4 a,c

<b>Date/Week</b>	<b>Lesson</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
<b>Week 3</b>  August 29- September 4	Word	Word Projects	<b>In Class:</b> Instructor overview of Word concepts  <b>Online/Mindtap:</b> <input type="checkbox"/> Word Capstone Project  <b>Due September 4 at 11:59 p.m.</b>	1,3,4 a,c
<b>Week 4</b>  September 5-11	Excel	Excel Projects  <b>September 5- No Class</b>	<b>In Class:</b> Instructor overview of Excel concepts  <b>Online/Mindtap:</b> <input type="checkbox"/> Excel Project 1 <input type="checkbox"/> Excel Project 2 <input type="checkbox"/> Excel Project 3  <b>Due September 11 at 11:59 p.m.</b>	3,4 a,b,c
<b>Week 5</b>  September 12-18	Excel	Excel Projects	<b>In Class:</b> Instructor overview of Excel concepts  <b>Online/Mindtap:</b> <input type="checkbox"/> Excel Project 4 <input type="checkbox"/> Excel Project 5 <input type="checkbox"/> Excel Project 6  <b>Due September 18 at 11:59 p.m.</b>	2,3,4 a,b,c
<b>Week 6</b>  September 19-25	Excel	Excel Projects	<b>In Class:</b> Instructor overview of Excel concepts  <b>Online/Mindtap:</b> <input type="checkbox"/> Excel Capstone Project  <b>Due September 25 at 11:59 p.m.</b>	2,3,4 a,b,c
<b>Week 7</b>  September 26 – October 2	Integration	Integrating Word and Excel	<b>In Class:</b> Instructor overview of Word & Excel concepts  <b>Online/Mindtap:</b> <input type="checkbox"/> Integration Project 1  <b>Due October 2 at 11:59 p.m.</b>	1,2,3,4,5 a,b,c



Date/Week	Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 8</b>  October 3-9	Access	Access Projects	<b>In Class:</b> Instructor overview of Access concepts  <b>Online/Mindtap:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Access Project 1</li> <li><input type="checkbox"/> Access Project 2</li> <li><input type="checkbox"/> Access Project 3</li> </ul> <b>Due October 9 at 11:59 p.m.</b>	3,4 a,b,c
<b>Week 9</b>  October 10-16	Integration	Integrating Word, Excel, and Access	<b>In Class:</b> Instructor overview of Word, Excel, & Access concepts  <b>Online/Mindtap:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Integration Project 2</li> </ul> <b>Due October 16 at 11:59 p.m.</b>	1,2,3,4,5 a,c
<b>Week 10</b>  October 17-23	PowerPoint	PowerPoint Projects	<b>In Class:</b> Instructor overview of PowerPoint concepts  <b>Online/Mindtap:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> PowerPoint Project 1</li> <li><input type="checkbox"/> PowerPoint Project 2</li> <li><input type="checkbox"/> PowerPoint Project 3</li> </ul> <b>Due October 23 at 11:59 p.m.</b>	1,3,4 a,c
<b>Week 11</b>  October 24-30	PowerPoint	PowerPoint Projects  <b>October 24: Last Day to Withdraw without Academic Penalty</b>	<b>In Class:</b> Instructor overview of PowerPoint concepts  <b>Online/Mindtap:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> PowerPoint Project 4</li> <li><input type="checkbox"/> PowerPoint Project 5</li> <li><input type="checkbox"/> PowerPoint Project 6</li> </ul> <b>Due October 30 at 11:59 p.m.</b>	1,3,4 a,c

Date/Week	Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 12</b>  October 31- November 6	PowerPoint	PowerPoint Projects	<b>In Class:</b> Instructor overview of PowerPoint concepts  <b>Online/Mindtap:</b> <input type="checkbox"/> PowerPoint Capstone Project  <b>Due November 6 at 11:59 p.m.</b>	1,3,4 a,c
<b>Week 13</b>  November 7-13	Integration	Integrating Word, Excel, Access, and PowerPoint	<b>In Class:</b> Instructor overview of Word, Excel, Access, & PowerPoint concepts  <b>Online/Mindtap:</b> <input type="checkbox"/> Integration Project 3  <b>Due November 20 at 11:59 p.m.</b>	1,2,3,4,5 a,c
<b>Week 14</b>  November 14-20	Integration	Integrating Word, Excel, Access, and PowerPoint	<b>In Class:</b> Instructor overview of Word, Excel, Access, & PowerPoint concepts  <b>Online/Mindtap:</b> <input type="checkbox"/> Integration Project 3  <b>Due November 20 at 11:59 p.m.</b>	1,2,3,4,5 a,c
November 21-24			<b>Thanksgiving Break</b>	
<b>Week 15</b>  November 28- December 4	Exit Exam	Exit Exam  <b>Monday, November 28<sup>th</sup></b>  Must earn at least a grade of 70%!	<b>In Class:</b> Capstone Exam 1: Word & Excel Capstone Exam 2: PowerPoint	

**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.