



## **BUSN 1440 Document Production**

### **COURSE SYLLABUS**

**Hybrid**

**Fall Semester 2018**

#### **COURSE INFORMATION**

Credit Hours/Minutes:4/5250

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

Class Meets: 8:30 a.m. – 10:25 a.m./Mon and Wed/60% F2F and 40% hybrid

Course Reference Number (CRN): 20342

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

#### **INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Linda Whitfield

Email Address: [lwhitfield@southeasterntech.edu](mailto: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 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.**

#### **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](mailto:stcbookstore@southeasterntech.edu) or 912-538-3129 or online.

If you do not choose to purchase the Cengage Unlimited Printed Access Card

Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft Word 2016: College Keyboarding, 20e Edition bundle with 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 (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!!!** Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

### **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 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.

### **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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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 [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 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% 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" 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" 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.)**

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!!!!**

### **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

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:

<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 108 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'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**

<b>Assessment/Assignment</b>	<b>Percentage</b>
Objective Tests	30%
Production Tests	35%
Keyboarding Goal	10%
Daily Assignments	25%

**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 1440 Document Production

### Fall Semester 2018 Lesson Plan

This course is a hybrid course. Approximately 60 percent of the assignments will be completed in the classroom. Approximately 40 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 hybrid 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	Module	Content	Assignments & Tests Due Dates	Competency Area
Mon Aug 13		Course Information: Course Syllabus, Policies/Procedures for Lab Introduction to Keyboarding in SAM (Skills Assessment Manager)  Hybrid: Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgment Quiz, and Student Introduction.  Enter SAM Keyboarding Code	In Class—Review SAM Enrollment in SAM	1-6 c
Wed Aug 15	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

<b>Date</b>	<b>Module</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
Mon Aug 20	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
Wed Aug 22	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  All Quick Review Lessons due in SAM by Sunday, August 26, midnight	1-6 a,b,c
Mon Aug 27	Module 3	Module 3: Word 2016 Essentials Hybrid--Complete Outside of Class	In Class—Module 3 Lecture and Demonstration	1-6 c
Wed Aug 29	Module 3	Module 3: Word 2016 Essentials Hybrid--Complete Outside of Class	In Class—Continue Module 3 assignments	1-6 c
Mon Sept 3		<b>Labor Day Holiday</b>	<b>No Class</b>	
Wed Sept 5	Module 3	Module 3: Word 2016 Essentials Hybrid--Complete Outside of Class	In Class—Continue Module 3 assignments	1-6 c



<b>Date</b>	<b>Module</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
Mon Sept 10	Module 3	Module 3: Word 2016 Essentials Hybrid--Complete Outside of Class	Module 3 assignments due to instructor at beginning of class. In Class—Module 3 Objective Test In Class—Module 3 Production Test	1-6 c
Wed Sept 12	Module 4	Module 4: Memos and Letters Hybrid--Complete Outside of Class	In Class—Module 4 Lecture and Demonstration	1-6 c
Mon Sept 17	Module 4	Module 4: Memos and Letters Hybrid--Complete Outside of Class	In Class—Continue Module 4 assignments	1-6 c
Wed Sept 19	Module 4	Module 4: Memos and Letters Hybrid--Complete Outside of Class	In Class—Continue Module 4 assignments	1-6 c
Mon Sept 24	Module 4	Module 4: Memos and Letters Hybrid--Complete Outside of Class	In Class—Continue Module 4 assignments	1-6 c
Wed Sept 26	Module 4	Module 4: Memos and Letters Hybrid--Complete Outside of Class	Module 4 assignments due to instructor at beginning of class. In Class—Module 4 Objective Test In Class—Module 4 Production Test	1-6 c
Mon Oct 1	Module 5	Module 5: Tables Hybrid--Complete Outside of Class	In Class—Module 5 Lecture and Demonstration	1-6 c
Wed Oct 3	Module 5	Module 5: Tables Hybrid--Complete Outside of Class	In Class—Continue Module 5 assignments	1-6 c
Mon Oct 8	Module 5	Module 5: Tables Hybrid--Complete Outside of Class	In Class—Continue Module 5 assignments	1-6 c
Wed Oct 10	Module 5	Module 5: Tables Hybrid--Complete Outside of Class	In Class—Continue Module 5 assignments	1-6 c
Mon Oct 15	Module 5	Module 5: Tables Hybrid--Complete Outside of Class	Module 5 assignments due to instructor at beginning of class. In Class—Module 5 Objective Test In Class—Module 5 Production Test	1-6 c
Wed Oct 17	Module 6	Module 6: Reports Hybrid--Complete Outside of Class	In Class—Module 6 Lecture and Demonstration	1-6 c
Mon Oct 22	Module 6	Module 6: Reports Hybrid--Complete Outside of Class	In Class—Continue Module 6 assignments	1-6 c

<b>Date</b>	<b>Module</b>	<b>Content</b>	<b>Assignments &amp; Tests Due Dates</b>	<b>Competency Area</b>
Wed Oct 24	Module 6	Module 6: Reports Hybrid--Complete Outside of Class	In Class—Continue Module 6 assignments	1-6 c
Mon Oct 29	Module 6	Module 6: Reports Hybrid--Complete Outside of Class	Module 6 assignments due to instructor at beginning of class. In Class—Module 6 Objective Test In Class—Module 6 Production Test	1-6 c
Wed Oct 31	Module 7	Module 7: Graphics Hybrid--Complete Outside of Class	In Class—Module 7 Lecture and Demonstration	1-6 c
Mon Nov 5	Module 7	Module 7: Graphics Hybrid--Complete Outside of Class	In Class—Continue Module 7 assignments	1-6 c
Wed Nov 7	Module 7	Module 7: Graphics Hybrid--Complete Outside of Class	In Class—Continue Module 7 assignments	1-6 c
Mon Nov 12	Module 7	Module 7: Graphics Hybrid--Complete Outside of Class	In Class—Continue Module 7 assignments	1-6 c
Wed Nov 14	Module 7	Module 7: Graphics Hybrid--Complete Outside of Class	Module 7 assignments due to instructor at beginning of class. In Class—Module 7 Objective Test In Class—Module 7 Production Test	1,2 c
Mon Nov 19	Module 8	Module 8: Palmetto Event Solutions Hybrid--Complete Outside of Class	In Class—Module 8 Lecture and Demonstration	1-6 c
Wed Nov 21		<b>Thanksgiving Holiday</b>	<b>No Class</b>	
Mon Nov 26	Module 8	Module 8: Palmetto Event Solutions Hybrid--Complete Outside of Class	In Class—Module 8 assignments due to instructor at beginning of class.	1-6 c
Wed Nov 28	Timed Writings	Timed Writings Hybrid: Practice Timed Writings Outside of Class Fall Semester Ends	In Class—Timed Writings Due to Instructor by end of class (3 best writings)	1,2 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 proctored event. Final straight copy keyboarding skill achieved in BUSN 1440 Proctored Event 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 - 25%

\_\_\_ Objective Tests - 30%

\_\_\_ Production Tests – 35%

\_\_\_ Keyboarding Goal – 10%

\_\_\_ Grade

## Timed Writings (best three)/Grade

#1 \_\_\_\_\_/\_\_\_\_\_

#2 \_\_\_\_\_/\_\_\_\_\_

#3 \_\_\_\_\_/\_\_\_\_\_

