



**DOCUMENT  
PRODUCTION/BUSN 1440  
COURSE SYLLABUS  
HYBRID  
Spring Semester 2016**

Semester: Spring 2016  
Course Title: Document Production  
Course Number: BUSN 1440  
Credit Hours/ Minutes: 4 / 5250  
Class Location: Room 806, Gillis Medical Building  
Class Meets: 5:00 p.m. – 6:55 p.m. / Mon and Wed / 60% in the classroom and 40% hybrid  
CRN: 40030

Instructor: Donna Collins  
Email Address: [dcollins@southeasterntech.edu](mailto:dcollins@southeasterntech.edu)  
Daytime Instructor: Linda Whitfield  
Office Hours: 2:00 p.m. – 4:30 p.m. Monday - Thursday  
Office Location: Room 804, Gillis Medical Building  
Email Address: [lwhitfield@southeasterntech.edu](mailto:lwhitfield@southeasterntech.edu)  
\*Preferred method of contact  
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.**



**REQUIRED TEXT:** Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft Word 2013: College Keyboarding, 19e Edition bundle with Keyboarding Pro DELUXE Online Printed Access Card: 6-Month Instant Access. South-Western Cengage Learning. VanHuss, Forde, Woo, Robertson. ISBN-13:978-1-285-57632-9.

**REQUIRED SUPPLIES & SOFTWARE:** Student must purchase Keyboarding Pro Deluxe Instant Access Card: 6-Month Instant Access which is bundled with the book in the STC Bookstore. If student does not purchase the book from the STC Bookstore, then the software will need to be purchased separately.

**Note:** Although students can use their smart phones and tablets to access the online portion of their 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 complete the online portion of the course.

**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.

**PREREQUISITES:** 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.

**COREQUISITES:** 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:** 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:** 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!!!!**

**Unannounced quizzes/assignments will be given during the semester. No makeups are allowed for unannounced quizzes/assignments.** A grade of zero will be given for all missed unannounced quizzes/assignments. Students are responsible for policies and procedures included in the STC Catalog and Student Handbook.

**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 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 Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 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 the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (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% 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.

**MAKEUP GUIDELINES:** 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 expected to attend class. Unannounced quizzes/assignments will be given during the semester. No makeups are allowed for unannounced quizzes/assignments.** A grade of zero will be given for all missed unannounced quizzes/assignments.

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states *All forms of academic dishonesty, including but not limited to cheating on tests, plagiarism, collusion, and falsification of information, will call for discipline.* The policy can also be found in the *STC Catalog and Student Handbook.*

#### **Procedure for Academic Misconduct**

The procedure for dealing with academic misconduct and dishonesty is as follows:

##### **--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.

##### **--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.

##### **--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 second 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:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

**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 at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**GRADING POLICY**

Objective Tests	25%
Production Tests	35%
Keyboarding Goal	10%
Daily Assignments	20%
Unannounced quizzes/ Assignments	10%
Total	100%

**GRADING SCALE**

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

**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.*

**BUSN 1440 – DOCUMENT PRODUCTION  
SPRING SEMESTER 2016 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 Keyboarding Pro Deluxe Online 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.**

<b>Date</b>	<b>Chapter / Lesson</b>	<b>Content</b>	<b>Assignments Tests Due Dates</b>	<b>*Competency Area **General Education Competency</b>
Mon Jan 11	Module 1 and 2	Course Information: Course Syllabus, Policies/Procedures for Lab Introduction to Keyboarding Pro Deluxe Module 1: Alphabetic Keys Module 2: Figure and Symbol Key	Module 1 and 2 Lecture and Demonstration	*1-6 **3
Wed Jan 13	Module 1 and 2	Review Information in Module 1: Alphabetic Keys and Module 2: Figure and Symbol Key Introduction to Keyboarding Pro Deluxe and set up User Profile	Module 1 and 2 Lecture and Demonstration	*1-6 **3
Mon Jan 18	<b>HOLIDAY NO CLASS</b>			
Wed Jan 20	Module 3	Module 3: Word 2013 Essentials <b>Hybrid: Complete Outside of Class</b>	Module 3 Lecture and Demonstration	*1-6 **3
Mon Jan 25	Module 3	Module 3: Word 2013 Essentials <b>Hybrid: Complete Outside of Class</b>	Module 3 Lecture and Demonstration Continue Module 3 assignments in class	*1-6 **3
Wed Jan 27	Module 3	Module 3: Word 2013 Essentials <b>Hybrid: Complete Outside of Class</b>	Continue Module 3 assignments in class	*1-6 **3
Mon Feb 1	Module 3	Module 3: Word 2013 Essentials <b>Hybrid: Complete Outside of Class</b>	<b>Module 3 Objective Test</b> Continue Module 3 assignments in class. <b>Module 3 assignments due to instructor by beginning of class.</b> <b>Module 3 Production Test</b>	*1-6 **3

Wed Feb 3	Module 4	Module 4: Memos and Letters <b>Hybrid: Complete Outside of Class</b>	Module 4 Lecture and Demonstration	*1-6 **3
Mon Feb 8	Module 4	Module 4: Memos and Letters <b>Hybrid: Complete Outside of Class</b>	Continue Module 4 assignments in class.	*1-6 **3
Wed Feb 10	Module 4	Module 4: Memos and Letters <b>Hybrid: Complete Outside of Class</b>	Continue Module 4 assignments in class.	*1-6 **3
Mon Feb 15	Module 4	Module 4: Memos and Letters <b>Hybrid: Complete Outside of Class</b>	Continue Module 4 assignments in class.	*1-6 **3
Wed Feb 17	Module 4	Module 4: Memos and Letters <b>Hybrid: Complete Outside of Class</b>	<b>Module 4 Objective Test</b> <b>Module 4 assignments due to instructor by beginning of class.</b> <b>Module 4 Production Test</b>	*1-6 **3
Mon Feb 22	Module 5	Module 5: Tables <b>Hybrid: Complete Outside of Class</b>	Module 5 Lecture and Demonstration	*1-6 **3
Wed Feb 24	Module 5	Module 5: Tables <b>Hybrid: Complete Outside of Class</b>	Continue Module 5 assignments in class.	*1-6 **3
Mon Feb 29	Module 5	Module 5: Tables <b>Hybrid: Complete Outside of Class</b>	Continue Module 5 assignments in class.	*1-6 **3
Wed Mar 2	Module 5	Module 5: Tables <b>Hybrid: Complete Outside of Class</b>	<b>Module 5 Objective Test</b> <b>Module 5 assignments due to instructor by beginning of class.</b> <b>Module 5 Production Test</b>	*1-6 **3
Mon Mar 7	Module 6	Module 6: Reports <b>Hybrid: Complete Outside of Class</b>	Module 6 Lecture and Demonstration	*1-6 **3
Wed Mar 9	Module 6	Module 6: Reports <b>Hybrid: Complete Outside of Class</b>	Module 6 Lecture and Demonstration	*1-6 **3
Mon Mar 14	Module 6	Module 6: Reports <b>Hybrid: Complete Outside of Class</b>	Continue Module 6 assignments in class.	*1-6 **3
Wed Mar 16	Module 6	Module 6: Reports <b>Hybrid: Complete Outside of Class</b>	Continue Module 6 assignments in class.	*1-6 **3
Mon Mar 21	Module 6	Module 6: Reports <b>Hybrid: Complete Outside of Class</b>	<b>Module 6 Objective Test</b> <b>Module 6 assignments due to instructor by beginning of class.</b> <b>Module 6 Production Test</b>	*1-6 **3
Wed Mar 23	Module 7	Module 7: Graphics <b>Hybrid: Complete Outside of Class</b>	Module 7 Lecture and Demonstration	*1-6 **3

Mon Mar 28	<b>HOLIDAY/SPRING BREAK NO CLASS</b>			
Tues Mar 29				
Wed Mar 30				
Thur Mar 31				
Mon Apr 4	Module 7	Module 7: Graphics <b>Hybrid: Complete Outside of Class</b>	Module 7 Lecture and Demonstration	*1-6 **3
Wed Apr 6	Module 7	Module 7: Graphics <b>Hybrid: Complete Outside of Class</b>	Continue Module 7 assignments in class.	*1-6 **3
Mon Apr 11	Module 7	Module 7: Graphics <b>Hybrid: Complete Outside of Class</b>	Continue Module 7 assignments in class.	*1-6 **3
Wed Apr 13	Module 7	Module 7: Graphics <b>Hybrid: Complete Outside of Class</b>	<b>Module 7 Objective Test</b> <b>Module 7 assignments due</b> <b>to instructor by beginning of</b> <b>class.</b> <b>Module 7 Production Test</b>	*1,2 **3
Mon Apr 18	Module 8	Module 8: Palmetto Event Solutions <b>Hybrid: Complete Outside of Class</b>	Module 8 Lecture and Demonstration	*1-6 **3
Wed Apr 20	Module 8	Module 8: Palmetto Event Solutions <b>Hybrid: Complete Outside of Class</b>	Continue Module 8 assignments in class.	*1-6 **3
Mon Apr 25	Module 8	Module 8: Palmetto Event Solutions <b>Hybrid: Complete Outside of Class</b>	<b>Module 8 assignments due</b> <b>to instructor by beginning of</b> <b>class.</b>	*1-6 **3
Wed Apr 27	Timed Writings	Timed Writings	-Work on Timed Writings to meet Keyboarding Goal	*1,2 **3
Mon Apr 2		<b>Spring Semester Ends</b>	<b>Timed Writings Due to</b> <b>Instructor by end of class (3</b> <b>best writings)</b>	*1,2 **3

**\* Competency Areas:**

- (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 Competencies:**

- (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.

### **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 required to complete all assignments within the modules unless indicated by instructor.
- 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 Keyboarding Pro Deluxe to build speed and accuracy to improve and meet Keyboarding Goal by the end of the semester.



# **BUSN 1440—Document Production—DOCUMENT SHEET**

## **Module 3— Word 2013 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**

\_\_\_ *Module Assignments*

## **Keyboarding Goal**

**Timed Writings (Best three)/Grade**

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

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

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

\_\_\_ *Module Assignments - 20%*

\_\_\_ *Objective Tests - 25%*

\_\_\_ *Production Tests – 35%*

\_\_\_ *Unannounced quizzes/  
assignments – 10%*

\_\_\_ *Keyboarding Goal – 10%*

\_\_\_ *Grade*

# BUSN 1440-DOCUMENT PRODUCTION

## KEYBOARDING IMPROVEMENT

### Straight Copy Speed and Accuracy Scoring Tables

All timed writings must be completed in the classroom with the instructor present. Final straight copy keyboarding skill achieved in BUSN 1440 accounts 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. If timed writings are NOT met, a grade of "0" will be recorded for this portion of your grade.**

#### SPEED SCORING TABLE

<u>GROSS 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 TABLE

<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

- The module grade is based on the lowest grade earned for all documents in the module.
- Any missing assignments will be assigned a grade of zero. No exceptions.