



BUSN 1440 Document Production

COURSE SYLLABUS

Online

Spring Semester 2019

COURSE INFORMATION

Credit Hours/Minutes:4/5250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40168

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

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.

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 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 (ONLINE)

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 Monday of each week. Assignments 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 is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Monday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

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: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208
Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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: [Macy Gay \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208
Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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” 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.

Online Proctored Event Withdrawals

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

PROCTORED EVENT REQUIREMENT

In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course.

Students living farther than 75 miles from either campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case).

Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the-originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, students must make arrangements with the instructor to makeup/reschedule the missed event. The penalty and makeup instructions will be at the instructor’s discretion. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an “F” (Failing) for the course.**

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or

any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, April 24, 2019, 9 a.m. – 12 p.m., Room 806 located in the Gillis Medical Building and Swainsboro Campus, April 25, 2019, 9 a.m. – 12 p.m., Room 2122 located in Building 2. Please choose either day that is convenient for you.

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

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

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:

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 108 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

Assessment/Assignment	Percentage
Objective Tests	20%
Production Tests	30%
Module Assignments	25%
Discussion Boards	5%
Proctored Event	20%

GRADING SCALE

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

BUSN 1440 Document Production

Spring Semester 2019 Lesson Plan

Date	Module	Content	Assignments & Tests Due Dates	Competency Area
Monday January 7		First Day of Class	<p>Orientation Assignments: 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>Make contact with instructor via email for attendance to ensure intent on completing the course.</p> <p>You will need to set up your account in SAM Keyboarding Course. See information in Blackboard for complete instructions.</p> <p>Due January 9 midnight</p>	

Date	Module	Content	Assignments & Tests Due Dates	Competency Area
Week 1 January 7 – 14	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 January 15 - 21	Quick Review Lesson Tab	Quick Review in SAM Keyboarding SCHOOL HOLIDAY MONDAY, JANUARY 21	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, January 21	1-6 a,b,c
Week 3 January 22 - 28	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	Module	Content	Assignments & Tests Due Dates	Competency Area
Week 4 January 29 – February 4	Module 3	Module 3: Word 2016 Essentials	Module 3 assignments completed in SAM Keyboarding by midnight, February 4 Module 3 Objective Test in Blackboard by midnight, February 4 Module 3 Production Test due in Blackboard by midnight, February 4 Discussion Board 1 in Blackboard by midnight, February 4	1-6 a,b,c
Week 5 February 5 - 11	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 February 12 - 18	Module 4	Module 4: Memos and Letters	Module 4 assignments completed in SAM Keyboarding by midnight, February 18 Module 4 Objective Test in Blackboard by midnight, February 18 Module 4 Production Test due in Blackboard by midnight, February 18 Discussion Board 2 in Blackboard by midnight, February 18	1-6 a,b,c
Week 7 February 19- 25	Module 5	Module 5: Tables	Begin work on Module 5 Assignments See Blackboard for list of assignments	1-6 a,b,c

Date	Module	Content	Assignments & Tests Due Dates	Competency Area
Week 8 February 26 – March 4	Module 5	Module 5: Tables	Module 5 assignments completed in SAM Keyboarding by midnight, March 4 Module 5 Objective Test in Blackboard by midnight, March 4 Module 5 Production Test due in Blackboard by midnight, March 4 Discussion Board 3 in Blackboard by midnight, March 4	1-6 a,b,c
Week 9 March 5 - 11	Module 6	Module 6: Reports	Begin work on Module 6 Assignments See Blackboard for list of assignments	1-6 a,b,c
Week 10 March 12 - 18	Module 6	Module 6: Reports	Module 6 assignments completed in SAM Keyboarding by midnight, March 18 Module 6 Objective Test in Blackboard by midnight, March 18 Module 6 Production Test due in Blackboard by midnight, March 18 Discussion Board 4 in Blackboard by midnight, March 18	1-6 a,b,c
Week 11 March 19 - 25	Module 7	Module 7: Graphics	Begin work on Module 7 Assignments See Blackboard for list of assignments	1-6 a,b,c

Date	Module	Content	Assignments & Tests Due Dates	Competency Area
Week 12 March 26 – April 8	Module 7	Module 7: Graphics Spring Break April 1 – April 4	Module 7 assignments completed in SAM Keyboarding by midnight, April 8 Module 7 Objective Test in Blackboard by midnight, April 8 Module 7 Production Test due in Blackboard by midnight, April 8 Discussion Board 5 in Blackboard by midnight, April 8	1-6 a,b,c
Week 13 April 9 - 15	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 April 16 - 22	Module 8	Module 8: Palmetto Event Solutions	Module 8 assignments completed in SAM Keyboarding by midnight, April 22	1-6 a,b,c
Week 15 April 23 - 29	Proctored Event April 24 Or April 25 Come either day that is convenient for you!!!!	Proctored Event Dates: Vidalia Campus Wednesday, April 24, 2019 Room 806 Gillis Medical Building 9 a.m. until 12 p.m. OR Swainsboro Campus Thursday, April 25, 2019 Room 2122 Building 2 9 a.m. until 12 p.m.	Proctored Event 3 Timed Writings	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 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 - 20%

_____ Production Tests – 30%

_____ Proctored Event – 20%

_____ Discussion Boards – 5%

_____ Grade

Timed Writings (best three)/Grade

#1 _____/_____

#2 _____/_____

#3 _____/_____

