

**COURSE SYLLABUS**  
**BUS 101—BEGINNING DOCUMENT PROCESSING**



**COURSE LENGTH AND CREDIT:** 100 clock hours, 6 credit hours

**PREREQUISITE:** The ability to key at least 25 wpm or BUS 100; **COREQUISITE:** SCT 100

**REQUIRED TEXTS:** Ober, Johnson, Zimmerly, Gregg College Document Processing Lessons 1-60, 10<sup>th</sup> ed., McGraw-Hill/Irwin, 2007, ISBN 978-0-07-336831-3.

**REQUIRED SUPPLIES:** Notebook paper, black pen/pencil

**COURSE DESCRIPTION:** Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents. Topics include: reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

**MAJOR COURSE COMPETENCIES:** Reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

**COURSE OBJECTIVES:** Upon completion of this course, student will:

1. Reinforce the touch method of keying with correct techniques.
2. Reinforce using correct alphabetic, number, and symbol reaches.
3. Key letters, memos, and e-mail messages from straight and rough draft copy using various styles and special features.
4. Key various types of reports from straight and rough-draft copy.
5. Key simple and complex tables from straight and rough-draft copy.
6. Type other bus. documents from straight and rough draft copy (i.e. agendas, minutes, news releases, labels, invoices).
7. Edit documents using correct grammar, spelling, punctuation, capitalization, number expression, abbreviations, and word division.
8. Use proofreaders' marks to edit or proofread copy.
9. Identify and correct typographical, format, and content errors.
10. Create and organize folders, describe and demonstrate proper care and handling of storage media.
11. Keep work area neat and clean.

**COURSE OUTLINE:** Part One: The Alphabet, Number and Symbol Keys, pp. 3-47; Part Two: Basic Business Documents, pp. 50-78, 84-119; Part Three: Reports, Correspondence, and Employment Documents, pp. 122-126, 135-166, 188-192, 204-211.

**STUDENT REQUIREMENTS:** *Students are expected to submit all work (daily assignments, tests, and research assignment) on the dates scheduled by the instructor, and in the order listed on the document sheet. Students will receive grades of "0" for any document/test that is not submitted by the due date outlined on the calendar unless prior arrangements have been made with the instructor.* Students will be provided specific guidelines to follow for all assignments. **Failure to complete ALL of the required work will result in the student receiving a final course grade of "F."** State standards require a student enrolled in BUS 101 to type a minimum of 25 words per minute with 3 or fewer errors on a 3-minute timed writing; therefore, a student must meet the requirement for speed before any grades can be averaged. If a student does not meet the speed requirement, the student will receive a failing grade. Students are responsible for policies and procedures included in the HGTC *Catalog and Student Handbook*. **Students must maintain a minimum grade of "C" in this course if it is a prerequisite for other classes.**

**WORK ETHICS:** Instruction in the development of good work habits (work ethics) which aid in job retention and advancement is included in this course. This instruction will include weekly activities on a topic related to work ethics. Included are behaviors such as arriving for classes or meetings on time; completing work satisfactorily and on time; responding positively to supervision; following directions correctly; adhering to policies/regulations; using tools and resources properly; observing safety provisions; and working effectively as part of a team. A student is given a work ethics grade each quarter in addition to the academic grade for a course.

**ATTENDANCE POLICY:** Class attendance is required for successful completion of the course. Absences in excess of 10% of scheduled class periods will subject the student to dismissal. Refer to HGTC *Catalog and Student Handbook* for explanation of the attendance policy. It is the student's responsibility to obtain notes, handouts, etc. should a class be missed and to schedule outside work time, makeup exams, etc. with the instructor. Students are expected to contact the instructor prior to class if they must be absent.

**ACADEMIC DISHONESTY:** *All forms of academic dishonesty, including but not limited to cheating on tests/daily work and falsification of information, will call for discipline.*

**INSTRUCTIONAL TECHNIQUES:** Individualized instructional techniques will be used in reaching the course objectives in addition to small and large group discussions/demonstration. Supplemental instruction will be provided as needed on an individualized basis.

**SPECIAL SERVICES:** Students with special needs, whether the needs are learning, physical, or other, are strongly encouraged to talk with the course instructor. The instructor can refer the student to the Special Needs Facilitator or can consult with the Special Needs Facilitator on behalf of the student. The student may also contact the Special Needs Facilitator, Mrs. Lydia Barfoot, at (478) 274-7652 or lbarfoot@heartofgatech.edu.

**TUTORING:** To ensure that students have every opportunity to succeed in their studies, tutoring is available for any students enrolled in certificate, diploma, and degree programs. Students interested in tutoring should talk with their instructor or contact Ms. Lydia Barfoot at lbarfoot@heartofgatech.edu.

<b>FINAL CLASS AVERAGE</b>		<b>GRADING SCALE</b>	
Speed	50%	A	(90-100)
Unit tests I & II	10%	B	(80-89)
Daily Assignments	10%	C	(70-79)
Technique Evaluations	7%	D	(60-69)
Interactive Project	3%	F	(0-59)
Final Exam	20%		

**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:**

**All assignments are due by the class period on the date indicated by the class calendar. Any assignment/test not turned in by due date will result in a grade of "0" on each assignment/test due. Students should note that lessons must be completed in sequence—students cannot skip lessons in an attempt to meet the critical day. Lessons completed out of sequence will not be graded until the missed lessons have been submitted even though the critical day may have been met. As a result, students could receive zeros for any work that is completed out of sequence.**

Daily: Daily assignments will be graded periodically during the quarter. Students will not be forewarned as to which assignments are for a grade. Please note that sharing of information regarding which assignment is graded is considered cheating and will be treated as such.

Tests: Production tests will be given. Students will have one class period to complete each test. It is the responsibility of the student to request a test at the beginning of class, as all tests must be turned in when the class period is over. If a student leaves the classroom before the test is completed, the test will be taken up by instructor and graded as completed.

The following scale reflects grading for all errors not corrected on daily/test documents.

A	(100)—no errors	F	(50)—4 uncorrected errors
B	(85)—1 uncorrected error	F	(25)—5 uncorrected errors
C	(75)—2 uncorrected errors	F	(0)—6 or more uncorrected errors
D	(65)—3 uncorrected errors		

Speed: Students must have three different timed writings. Speed, as measured on timed writings, will be as follows:

A	(95)—40+ gross words with 5 or fewer errors for five minutes
B	(85)—35+ gross words with 5 or fewer errors for five minutes
C	(75)—30+ gross words with 3 or fewer errors for three minutes
D	(65)—25+ gross words with 3 or fewer errors for three minutes

**All timed writings must be done while the instructor is present and during class time.** Instructor must sign off on timing while the scored timing is still on the student's screen. No outside timings or previously scored timings will be accepted. To insure that students are using the touch method of keyboarding, keyboard covers have been provided. **In order for a timing to be recorded,** keyboard covers must be on the keyboard during the entire timed writing. Therefore, keyboard covers are not optional, but required! The instructor obtains the right to refuse any timing in which student uses incorrect fingers to key. To summarize, in order for a timing to be recorded, the following requirements must be met: (1) The instructor must be present; (2) The timing must be running on student's screen; (3) A keyboard cover must be on the keyboard both during the entire timed writing and when the instructor reports to student's desk to record the timing score; (4) The timing must meet the speed and error criteria listed above.

Technique Evaluation: Students will be graded on the following items/areas: workstation, position of the machine, keystroking, and machine operation. Please refer to the technique form in your class folder.

**WITHDRAWING FROM CLASS:**

Students needing to withdraw from class should contact their instructor or program advisor.

**EQUAL OPPORTUNITY INSTITUTION:** As set forth in its student catalog, Heart of Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, **political affiliation or belief**, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Please contact Cecile Miller, Director of Career Services, 560 Pinehill Road, Dublin, GA 31021, 478-274-7643 or Francine Shuman at [fshuman@tcsg.edu](mailto:fshuman@tcsg.edu) for clarification.