

**BUSN 1440 Document Production
Exemption Test Information Lanier Technical
College**

- ❖ Do not register for BUSN 1440, if you plan to attempt exemption. This will cause you to be ineligible for the exemption test.
 - ❖ Have you previously taken the course you are attempting to exempt? You are ineligible to take an exemption for that course per college policy.
 - ❖ BUSN 1440 exemption test may be attempted only once by any student. ❖ **Fee to attempt exemption is not covered by Financial Aid.**
-

To exempt the course, **both** testing parts shown below must be passed.

Test Part 1 Key at least 30 GWAM with no more than three errors on a threeminute timed writing. Maximum of three attempts allowed. If you do not pass this portion of the exam, you will not be allowed to complete Part 2.

Test Part 2 Key the following five documents on a one-hour production test. All documents must contain no typographical errors. Also, the formatted elements shown in bullets, must be placed properly on the document.

1. Block Style Letter
 - Date
 - Inside Address
 - Greeting
 - Body
 - Closing
 - Typist's Initials
 - Copy or Enclosure
2. Memo
 - Heading Segment
 - Body
 - Typist's Initials
 - Possible Copy or Enclosure
3. Boxed Table
 - Merged Cell(s)
 - Borders
 - Column Headings

- Centered, Left-Aligned, and/or Right-Aligned Cells
 - Resize Columns to Fit Content
 - Table Centered Vertically and Horizontally on Page
4. One-Page Report
- Correct Margins
 - Font Size and Format
 - Headings and Subheadings
 - Line Spacing
5. Modified Block Style Letter
- Student will open Block Style Letter and reformat in Modified Block Style

Errors will be penalized five points each. Each document will be assigned a grade. The average of all document grades must be 70 or better to exempt BUSN 1440.

In order to sign up for the test, print and fill out the form on the last two pages of this document – make sure you follow Exemption Credit Procedures on the form.

E-mail the instructor at the campus where you wish to test for the next exemption test date and to sign up IN ADVANCE for the test.

BUSN 1440 Exemption Test		
Campus	Instructor	E-Mail
Barrow	Rushia Cooper	rcooper@laniertech.edu
Forsyth	Elizabeth Ortiz	eortiz@laniertech.edu
Oakwood	Deborah Collett	dcollett@laniertech.edu



Exemption Credit Payment Form -See Exemption Credit Procedures on Page 2-	
Name _____	Student ID Number _____
Semester _____	Date _____
_____ Program of Study	

Course Exemption to be Attempted	
_____ Course Prefix/Number	_____ Credit Hours
I certify that the student named above has signed up for the Exemption Exam listed.	
_____ Exam Administrator Signature	

I certify that the student named above is NOT currently registered for the course shown above. I further certify that this student has not been previously enrolled in the course shown above.
_____ Advisor Signature

I certify that I have not previously attempted the Exemption Exam for the course shown above. I understand that it is my responsibility to pay the fee for each Exemption Exam I wish to attempt and that this fee is non-refundable . I also understand that I must present a receipt for payment to the Exam Administrator before I will be permitted to test.
_____ Student Signature

Date of Fee Payment: _____ Receipt Number: _____
--

Business Office retains the original document; student receives a receipt.

EOI

EXEMPTION CREDIT PROCEDURES

- STEP 1: Complete student portions (blocks 1 & 4) of the Exemption Credit Payment Form.
- STEP 2: Sign up for the test with the Exam Administrator. Exam Administrator completes block 2.
- STEP 3: Advisor must approve the attempted exam and sign the Exemption Credit Payment Form in block 3.
- STEP 4: Pay the exemption fee at the Administrative Services (Business) Office on the main campus or at the main office on the campus you attend. Student will receive a receipt as proof of payment to present to the Exam Administrator on the exam date.
- STEP 5: **Student must bring their receipt to the test so the Exam Administrator can verify payment;** student may then take the Exemption Exam. When the exam is graded, student will receive the results from the Exam Administrator.
- STEP 6: If a student passes the Exemption Exam and would like to add an additional course during the drop/add period, he/she should consult his/her advisor and add the class via BannerWEB. If a student does not pass the Exemption Exam and would like to add this course during the drop/add period, he/she should add the class via BannerWEB. If additional fees are due, fee payment deadlines must be followed.

EXEMPTION EXAM CHART

The **Exemption Exam Chart** is available at all campuses and at www.laniertech.edu. From the home page select "Student Affairs", select "Student Affairs Forms", and then scroll down to "Registration & Records". The Chart lists detailed information including which courses are available for Exemption Exams, the Exam Administrator's office number, classroom number, phone number, and email address.

Effective Fall Semester 2014, the Exemption Exam Fee is 25% of the tuition for the course.

2 Semester Hour Course \$44.50

3 Semester Hour Course \$66.75

4 Semester Hour Course \$89

EOI