

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

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 three minutes 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.