Course Number: BA1031

Course Title: Certified Administration of Suggestion Systems

Course Description Certified Administrator of Suggestion Systems is designed for professionals who are currently working or are preparing to work in the Employee Involvement field. Successful completion of this course is a requirement for completing the Certified Administrator of Suggestion System certification.

Instructor:

Instructor Bio:

Prerequisite: None

Textbook Information: *Legal Guidelines,* published by the Employee Involvement Association.

Learning Outcomes:
1   Students will identify the relationships between various motivational theories and the successful administration of a suggestion system.
2   Students will diagram a process flow system for a suggestion system.
3   Students will explain the significance of relevant legal cases.
4   Students will recognize successful methods of recognition, communication and promotion.
5   Students will write suggestion program goals and objectives.

On-Campus Requirement
None.

Modes of Interaction
1   Students should post their response to the suggested topic for discussion listed on the Learning Guide for each chapter. Once a topic has received response, students may choose to reply to these answers rather than respond to the original question or comment. Students may also post original topics for discussion.
2   Students must complete the assignment for each chapter prior to moving to the next chapter. These assignments are found by accessing the Assignments feature of the course home page. Practice quiz and exam scores taken prior to submitting all assignments **will not** be accepted.

Methods of Assessment
1   Students may earn a maximum of 10 points per chapter by completing each chapter assignment. Only those responses that are answered completely, adequately elaborated, well phrased, and grammatically and typographically correct will receive a score of 10.
2   A practice quiz is available to the student after all chapter assignments have been completed. The practice quiz is valued at 50 points. This practice quiz may be taken a maximum of two times. The highest score will be used in calculating the student's averages.
3   The course examination is available to the student after all chapter assignments and at least one practice quiz have been completed. It is valued at 100 points. The exam may be taken only one time.
4   Students are required to post responses to the discussion board. A maximum of 40 points may be awarded in this area.

Enrollment Procedures
SAU Tech is an open admissions college; however, we have several items that you must provide in order to be admitted:
- Submit application for admission.
- Submit a high school transcript or GED, and official college transcripts from all previously attended colleges (if applicable).
- Provide proof of two immunizations against measles, mumps and rubella.
- Take a placement test. Students enrolling must submit ACT, SAT, ASSET or COMPASS scores. Students can take the ASSET or COMPASS test at SAU Tech.

Students are responsible for all tuition and fees at the time of registration. Students must officially drop by written notice or in person in order to reduce their balance owed. If students never attend class, he/she will still be assessed partial tuition and full student processing fees, unless completely he/she completely withdraws during the 100% refund period.

In order for a student to drop a class, he/she must complete a drop form or send written request to his/her advisor. A $5 drop fee is assessed for drops that take place after the registration period ends.

Admissions Office Website: http://www.sautech.edu.edu/studentResources/admissions.aspx

Course Registration Website: http://www.sautech.edu/studentResources/advising.aspx

Technical Requirements and Resources: Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.

Library Website: http://www.sautech.edu/lrc/index.aspx

Bookstore Website: http://sautech.textbooktech.com

Adult Learner Resources: Online library and bookstore services can be obtained at the library and bookstore websites. Advising services can be obtained at http://www.sautech.edu/studentResources/advising.aspx.

Student Support and Learning Resources: Online library and bookstore services can be obtained at the library and bookstore websites.   Advising services can be obtained at http://www.sautech.edu/studentResources/advising.aspx.

Other Considerations
Students will need Internet access and have the ability to send and receive e-mail attachments using the e-mail within Blackboard.   All first time online students are required to complete Learning Strategies before they will be allowed to take their online course(s).   The purpose of Learning Strategies is to teach students how to use Blackboard and provide information about other systems that students will use while a student at SAU Tech.

There are computer programs and other things that you will need if you are taking an online course from SAU Tech.   To make it easier for you, we have compiled a list of these things.   Before beginning your online course, you should go ahead and make sure each of these programs listed below are loaded on every computer that you will use while taking your online course(s).

- Microsoft Word – used to complete assignments and submit to instructor
    - Can be accessed via SkyDrive inside your student email account. **FREE**
    - Can be purchased from Wal Mart or other software vendor and will need to be loaded on to your computer
    - There is also a **free** product that works just as good as the Microsoft Office Suite. You can download it at http://download.openoffice.fm/free/?pk=26976
- Adobe Reader 7.0 or higher – used to read files in pdf format
    - Cost: Free
    - Can be downloaded to your computer from http://www.adobe.com/products/acrobat/readstep2.html
- Adobe Flash Player (7 or higher) – used to view study activities and demonstrations in Learning Strategies course
    - Cost: Free
    - Can be downloaded to your computer from http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash
- Macromedia Shockwave Player 8.5.1 – used for interactive quizzes, animations and activities
    - Cost: Free
    - Can be downloaded to your computer from http://www.macromedia.com/shockwave/download/download.cgi?
- Windows Media Player – used to listen play audio files
    - Cost: Free
    - Comes as part of your Windows operating system
- Java – a technology that is required in order for Blackboard to function properly as well as some other programs that SAU Tech uses with its online classes (**Note: Only one version of Java can be running on your computer at a time.)**
    - Cost: Free
    - Can be downloaded to your computer from http://javashoplm.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre-