



SUBJECT TO CHANGE
BUSN 2210 Applied Office Procedures
COURSE SYLLABUS
Online
Fall Semester 2020 (202112)

COURSE INFORMATION

Credit Hours/Minutes: 3/3750

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

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20017

Preferred Method of Contact: Email—[Liz Noles \(anoles@southeasterntech.edu\)](mailto:anoles@southeasterntech.edu)

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Liz Noles

Email Address: [Liz Noles \(anoles@southeasterntech.edu\)](mailto:anoles@southeasterntech.edu)

Vidalia Campus/Office Location: Vidalia Gillis Medical Building Office 831

Office Hours: Due to the uncertainties of COVID-19, contact your instructor by email to make an appointment.

Phone Number: 912-538-3175

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 month) 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 also want to purchase or rent a physical copy, the book information is

Microsoft Office 365/Office 2016 Projects Illustrated Series, Cram, Carol, Cengage Learning ISBN: 978-1-305-87668-6.



REQUIRED SUPPLIES & SOFTWARE

Students will be required to use the Microsoft Office 2016 version of Microsoft Word, Excel, PowerPoint, and Access. Students can download Microsoft Office 2016 from MySTC via Remote Lab for free. Students will be saving assignments and uploading to the Blackboard course. Students are required to check their STC student email daily.

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

This course focuses on applying knowledge and skills learned in prior courses taken in the program. Topics include communication skills, telecommunications skills, records management skills, office equipment/supplies, and integrated programs/applications. Serves as a capstone course.

MAJOR COURSE COMPETENCIES

Integrated Programs/Applications, Communication Skills, Telecommunications Skills, Records Management Skills, and Office Equipment/Supplies.

PREREQUISITE(S)

BUSN 1240, BUSN 1400, BUSN 1410, BUSN 1440

COREQUISITE(S)

ACCT 1100, BUSN 2190

COURSE OUTLINE

1. Integrated Programs/Applications
2. Communication Skills
3. Telecommunications Skills
4. Records Management Skills
5. Office Equipment/Supplies

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 on-campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at **11:59 p.m. on Mondays** of each week. Assignments will be completed in Mindtap and

Blackboard. A grade of zero will be assigned for any work not submitted. **No make-up or late work is allowed for this class.**

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a **minimum of 75 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.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College.

This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student’s refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician’s office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students taking classes on campus, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form](#). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](#), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

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 11:59 p.m. 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 1210.

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

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 1210.

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165.

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" (Withdrawn) 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" (Failing 0-59) 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.

EXIT EXAM

Students are required to score a minimum of 70% on the exit exam to pass this course. The exit exam for this course is the proctored exam.

PROCTORED EVENT REQUIREMENT

Due to the uncertainties of COVID-19, this event will not be proctored for Fall Semester 202112. Students will complete the event, but will not be required to come on campus to do it.

The event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students who do not complete the 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. Events will be given after the 65% point of the semester. **Students who do not complete the 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 event is scheduled during final exams, any student who misses the event will be issued an "F" (Failing) for the course.**

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

Students are required to take all tests scheduled during the semester. Failure to take Blackboard and or Mindtap Tests/Exams, and assignments will result in a grade of zero. There will be no makeup of assignments or EXAMS. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Assignments must be turned in on the assigned date and time and will not be accepted late, a grade of zero will be given. All assignments are due according to the lesson plan. The due dates are posted on the lesson plan. If you have adverse issues that arise due to Covid-19, let your professor know immediately via email.

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 (TCSG) and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, 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 nondiscrimination policy encompasses the operation of all technical college-administered programs, federally financed programs, educational programs and activities involving admissions, scholarships and loans, student life, and athletics. It also applies to the recruitment and employment of personnel and contracting for goods and services.

All work and campus environments shall be free from unlawful forms of discrimination, harassment and retaliation as outlined under Title IX of the Educational Amendments of 1972, Title VI and Title VII of the Civil Rights Act of 1964, as amended, the Age Discrimination in Employment Act of 1967, as amended, Executive Order 11246, as amended, the Vietnam Era Veterans Readjustment Act of 1974, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Americans With Disabilities Act of 1990, as amended, the Equal Pay Act, Lilly Ledbetter Fair Pay Act of 2009, the Georgia Fair Employment Act of 1978, as amended, the Immigration Reform and Control Act of 1986, the Genetic Information Nondiscrimination Act of 2008, the Workforce Investment Act of 1998 and other related mandates under TCSG Policy, federal or state statutes.

The Technical College System and Technical Colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices designed to ensure the full realization of equal opportunity.

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 165 Phone: 912-538-3126</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230</p>

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
Email: Helen Thomas (hthomas@southeasterntech.edu)	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 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
Module Projects	35%
Module Tests	25%
Discussion Boards	5%
Proctored Exam (Exit Exam) (due to the uncertainties of COVID-19, this event will not be proctored for Fall Semester 202112. Students will complete the event, but will not be required to come on campus to do it).	35%

GRADING SCALE

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

BUSN 2210 Applied Office Procedures
Fall Semester 2020 (202112) Lesson Plan

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
Monday, August 17		<p style="text-align: center;">First Day of Class</p> <p style="text-align: center;">August 19 Last day of Add/Drop</p> <p><i>*Note: You will have multiple projects to complete each week. You CANNOT complete all the projects in one day. Do NOT wait until the last minute to start your activities. I do not accept late work.</i></p> <p style="text-align: center;">All assignments submitted in Blackboard.</p>	<p>Orientation Assignments: Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgement Quiz, and Student Introduction.</p> <p>Complete the Blackboard Online Orientation along with the Online Orientation Quiz.</p> <p>Set up Cengage Unlimited: In the side bar of Blackboard, click Cengage Instructions and watch the Cengage Registration Process video and complete the steps outlined in the video.</p> <p>Due August 19 at 11:59 p.m.</p>	
Week 1 Aug 17-24	Module 1	<p style="text-align: center;">Work Projects I</p> <p><i>*Note: You do not have to print or email any assignments to the instructor. Ignore this instruction in the reading of the book.</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Event Program for Author Readings <input type="checkbox"/> Feedback Form for Summer Day Camp <input type="checkbox"/> Research Paper in MLA Style <input type="checkbox"/> Discussion Board 1 <ul style="list-style-type: none"> o READ the discussion board rubric, located at the end of this syllabus, before posting! <p>Due Aug 24 at 11:59 p.m.</p>	1, 3, 4 a, c
Week 2 Aug 25-31	Module 2	<p style="text-align: center;">Word Projects II</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Multipage Proposal for Earth Wise <input type="checkbox"/> Six-Panel Program Brochure <input type="checkbox"/> One-Page Resume for Martin Chavez <p>Due Aug 31 at 11:59 p.m.</p>	3, 4 a, c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
Week 3 Sept 1-7	Module 1 & 2	Word Projects Holiday September 7	<input type="checkbox"/> Module 1 and 2 Test <input type="checkbox"/> Discussion Board 2 <input type="checkbox"/> READ the discussion board rubric, located at the end of this syllabus, before posting! Due Sept 7 at 11:59 p.m.	1, 3, 4 a, c
Week 4 Sept 8-14	Module 3	Excel Projects I	<input type="checkbox"/> Personal Budget <input type="checkbox"/> Invoice Form Tracker <input type="checkbox"/> Loan Amortization Schedule Due Sept 14 at 11:59 p.m.	3, 4 a, b, c
Week 5 Sept 15-21	Module 4	Excel Projects II	<input type="checkbox"/> Sales Forecast for Move Forward Consulting <input type="checkbox"/> Customer Profile for Old World Walks <input type="checkbox"/> Sales Report for Gourmet Style <input type="checkbox"/> Discussion Board 3 <input type="checkbox"/> READ the discussion board rubric, located at the end of this syllabus, before posting! Due Sept 21 at 11:59 p.m.	2, 3, 4 a, b, c
Week 6 Sept 22-28	Module 3 & 4	Excel Projects	<input type="checkbox"/> Module 3 and 4 Test Due Sept 28 at 11:59 p.m.	2, 3, 4 a, b, c
Week 7 Sept 29- Oct 5	Module 5	Integration Projects I	<input type="checkbox"/> Marketing Update for Classic Tours <input type="checkbox"/> Discussion Board 4 <input type="checkbox"/> READ the discussion board rubric, located at the end of this syllabus, before posting! Due Oct 5 at 11:59 p.m.	3, 4 a, c
Week 8 Oct 6-12	Module 6	Access Projects	<input type="checkbox"/> Inventory Database for Aquarius Arts <input type="checkbox"/> Author Database for Action Books <input type="checkbox"/> Database for Winding Road Tours Due Oct 12 at 11:59 p.m.	3, 4 a, b, c
Week 9 Oct 13-19	Module 7	Integration Projects II	<input type="checkbox"/> Collection Catalogue for Mirage Gallery Due Oct 19 at 11:59 p.m.	3, 4 a, c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
Week 10 Oct 20-26	Module 8	PowerPoint Projects	<input type="checkbox"/> Training Presentation on Presentation Skills <input type="checkbox"/> Poster for Gold Stream Park <input type="checkbox"/> Coastal Spirit Tours Presentation Due Oct 26 at 11:59 p.m.	1, 3, 4 a, c
Week 11 Oct 27- Nov 2	Module 7 & 8	Integration and PowerPoint Projects October 27 - Last Day to Withdraw without Academic Penalty	<input type="checkbox"/> Module 7 and 8 Test Due Nov 2 at 11:59 p.m.	1, 3, 4 a, c
Week 12 Nov 3-9	Module 9	Integrated Project	<input type="checkbox"/> Event Presentation <input type="checkbox"/> Visual Workshop Due Nov 23 at 11:59 p.m.	1-5 a, b, c
Week 13 Nov 10-16	Module 9	Integrated Project	<input type="checkbox"/> Event Presentation <input type="checkbox"/> Visual Workshop Due Nov 23 at 11:59 p.m.	1-5 a, b, c
Week 14 Nov 17-23	Module 9	Integrated Project	<input type="checkbox"/> Event Presentation <input type="checkbox"/> Visual Workshop <input type="checkbox"/> Discussion Board 5 <input type="checkbox"/> READ the discussion board rubric, located at the end of this syllabus, before posting! Due Nov 23 at 11:59 p.m.	1-5 a, b, c
Week 15 Nov 24-30		Study for Proctored/Exit Exam Holiday November 25 & 26	Study for Proctored/Exit Exam Students are required to score a minimum of 70% on the exit exam to pass this course. If a student does not earn at least 70% on the exit exam, then the student will be required to retake BUSN 2210.	
Proctored/Exit Exam Week Dec 1-3		Proctored/Exit Exam! Consists of Three Projects that use Word, Excel, and PowerPoint. Due THURSDAY, Dec 3 at 11:59 p.m.	Due to the uncertainties of COVID-19, You will not come to campus to take this exam; you will take this exam through Blackboard. Due THURSDAY, Dec 3 at 11:59 p.m.	

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

1. Integrated Programs/Applications
2. Communication Skills

3. Telecommunications Skills
4. Records Management Skills
5. Office Equipment/Supplies

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.

DISCUSSION BOARD GRADING SCALE RUBRIC

Number of discussion posts	Number of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contains 4-5 sentences and free of grammatical and spelling errors. The student will receive a one-point deduction for each grammatical and spelling error in both their response and reply. A 10-point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."
1	0	70	Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one-point deduction for each grammatical and spelling error in their response. A 10-point deduction will be given for any response that is not 4-5 sentences in length.
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one-point deduction for each grammatical and spelling error in their reply. A 10-point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.