



**DESKTOP PUBLISHING &  
PRESENTATION  
APPLICATIONS/BUSN 1430  
COURSE SYLLABUS  
ONLINE  
Fall Semester 2015**

Semester: Fall 2015

Course Title: Desktop Publishing & Presentation Applications

Course Number: BUSN 1430

Credit Hours/ Minutes: 4 / 4500

Class Location: GVTC/Angel

Class Meets: Via Internet/ 15 weeks

CRN: 20032

Instructor: Linda Whitfield

Office Hours: 2:00 p.m. – 4:30 p.m. Monday - Thursday

Office Location: Room 804, Gillis Medical Building

Email Address: lwhitfield@southeasterntech.edu

Phone: 912-538-3158

Fax Number: 912-538-3106

**REQUIRED TEXT:** Desktop Publishing & Presentation Applications-BUSN 1430. Course Technology: Cengage Learning. Sebok and Starks, ISBN-13: 978-1-305-30229-7.

**REQUIRED SUPPLIES & SOFTWARE:** Microsoft PowerPoint 2013 and Microsoft Publisher 2013 or using STC Remote Lab (IDS-Citrix). Office 2013 can be purchased in the STC Bookstore. Browser requirement is Internet Explorer 9 or higher, Mozilla Firefox, or Google Chrome. You can purchase a 180 day (6 month) full evaluation version from the STC Bookstore if you do not already have Office 2013 due to the variety of home internet connections. This version available in the bookstore does not contain Publisher 2013. Remember, if you choose to use the software that is provided on the STC Remote Lab, you may experience slow response times or outages. This will not be used as an excuse for late work!

Note: Students will be saving work in their personal folder. If you are not on campus, you will need to save your work to your personal folder via the Information Delivery System.. Students will need to create a folder named BUSN 1430. In the BUSN 1430 folder, students will need to create a folder for EACH chapter.

Note: Although students can use their smart phones and tablets to access the online portion of their course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither ANGEL nor 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 complete the online portion of the course.

**COURSE DESCRIPTION:** This course covers the knowledge and skills required to use desktop publishing (DTP) software and presentation software to create business publications and presentations.

**MAJOR COURSE COMPETENCIES:** Topics include: desktop publishing concepts, basic graphic design, publication layout, presentation design, and practical applications.

**PREREQUISITE:** COMP 1000

**COURSE OUTLINE:**

1. Desktop Publishing and Presentation Concepts
2. Basic Graphic Design
3. Publication Layout
4. Operation of Application Software
5. Practical Applications

**GENERAL EDUCATION CORE COMPETENCIES:** STC 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.

All students pursuing a degree, a diploma, or a Technical Certificate of Credit with a General Education component will be required to pass the General Education Competency Exams prior to graduation.

**STUDENT REQUIREMENTS:** Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. Tests and assignments must be completed on the specified dates. Ample time is given for completion of all assignments; therefore, **NO ASSIGNMENT WILL BE ACCEPTED LATE. A grade of zero will be given for any late assignment. Assignments will be saved via the Remote Lab Information Delivery System (CITRIX – IDS) to the BUSN 1430 folder.** All online students must pledge that they have read and understand the STC Online Orientation within the first three days of class. Online students are responsible for checking e-mails and ANGEL announcements DAILY.

**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 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 midnight 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.

**SPECIAL NEEDS:** Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Jan Brantley, Room 1208 Swainsboro Campus, 478-289-2274, or Helen Thomas, Room 108 Vidalia Campus, 912-538-3126, to coordinate reasonable accommodations.

**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 advise me and make appropriate arrangements with the Special Needs Office. Swainsboro Campus: Jan Brantley, Room 1208, (478) 289-2274 -- Vidalia Campus: Helen Thomas, Room 108, (912) 538-3126.

**WITHDRAWAL PROCEDURE:** Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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" is assigned when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

**Remember** - Informing your instructor that you will not return to his/her course does not satisfy the approved withdrawal procedure outlined above.

**PROCTORED EVENT REQUIREMENT:** In order to validate student identity for all online courses, students enrolled in online courses are **required** to complete one proctored event per online course. The proctored event will be administered on two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. The proctored event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students must attend one of the scheduled proctored sessions and will need to make arrangements with work, childcare, etc. The specific dates of the proctored event are scheduled on the Lesson Plan/Calendar for the online course. Students living further than 75 miles from either

campus who cannot come to Southeastern Tech for the event must secure an approved proctoring site. The site and the proctor must meet Southeastern Technical College's requirements (instructor will provide more information and necessary forms if this is the case). Note: Students taking proctored events off campus will utilize the Proctor Scheduling and Approval Form found under the Proctoring Tab in ANGEL and submit the completed form to their instructor for approval a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days. Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, 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. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor

***The required proctored event for this class is Wednesday, November 11, 2015, OR Thursday, November 12, 2015. The event will be given on Wednesday, November 11, 2015, at the Vidalia Campus, Medical Technology Building, Room 806, and will begin at 2:00 p.m. sharp. The event will also be given on Thursday, November 12, 2015, at the Swainsboro Campus, Building 8, Room 8111, and will begin at 2:00 p.m. sharp. The proctored exam is listed in the lesson plan. The test will be composed of an objective exam over Chapters 1 – 4 in Publisher and an objective exam over Chapters 2, 5, and 6 in PowerPoint. You may come either day that is convenient for you!***

**DISCUSSION BOARDS:** Discussion Board topics must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Short one to two sentence posts will not be sufficient. See Discussion Board rubric below.

**EMAILS:** All emails should be sent to me using **ANGEL Mail**.

**CHECKING GRADES:** A grade book is made available in the ANGEL course on the main page when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can RUN a REPORT of their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

**CHAPTER WORK:** Chapter work will be randomly checked to ensure that work is consistently being completed. **Assignments must be saved to your personal drive BUSN 1430 folder via the Remote Lab Information Delivery System (CITRIX – IDS) or through a computer at STC.**

**MAKEUP GUIDELINES:** Tests and assignments must be completed on the specified dates. Ample time is given for completion of all assignments; therefore, **NO ASSIGNMENT WILL BE ACCEPTED LATE.** A grade of zero will be given for any late assignment.

**ACADEMIC DISHONESTY POLICY:** The STC Academic Dishonesty Policy states 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 STC Catalog and Student Handbook.

#### **Procedure for Academic Misconduct**

The procedure for dealing with academic misconduct and dishonesty is as follows:

##### **--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.

**--Second Offense--**

Student is given a grade of "WF" 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.

**--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 second 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:** Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era or citizenship status, (except in those special circumstances permitted or mandated by law). This school is in compliance with Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin; with the provisions of Title IX of the Educational Amendments of 1972, which prohibits discrimination on the basis of gender; with the provisions of Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap; and with the American with Disabilities Act (ADA).

**GRIEVANCE PROCEDURES:** Grievance procedures can be found in the Catalog and Handbook located on STC's website.

**ACCESS TO TECHNOLOGY:** Students can now access Angel, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the STC website at [www.southeasterntech.edu](http://www.southeasterntech.edu).

**GRADING POLICY**

Objective Exams	25%
Production Exams	20%
Proctored Exam	20%
Chapter and Lab Work	30%
Discussion Boards	<u>5%</u>
Total	100%

**GRADING SCALE**

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

**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.*

**BUSN 1430-DESKTOP PUBLISHING & POWERPOINT APPLICATIONS  
FALL SEMESTER 2015 LESSON PLAN**

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
<b>Week 1 (August 17 – August 24)</b>				
Mon Aug 17		<b>Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage</b>	<b>YOU DO NOT HAVE TO COMPLETE THE “CONSIDER THIS” ACTIVITIES AT THE END OF THE ASSIGNMENTS!</b>  <b>Logon to ANGEL MAIL:</b> Send email to Instructor. Reply to any Instructor email. <b>Login to ANGEL: 08/17 MIDNIGHT</b>	*1 **a,c
18			Complete Personal Introduction on ANGEL Complete STC Acknowledgement, Student Information & Policy Packet and email to instructor <b>through ANGEL MAIL</b> <b>DUE 08/19 MIDNIGHT</b>	
19			<b>Read and review</b> information regarding ANGEL, IDS, and Discussion Board coverage <b>DUE 08/19 MIDNIGHT</b>	
20				
24			Create a BUSN 1430 folder on your P: DRIVE on IDS. Create a folder for each chapter within the BUSN 1430 folder created. <b>DUE 08/24 MIDNIGHT</b>	
<b>Week 2 (August 25 – August 31)</b>				
Tues Aug 25	<b>2</b>	<b>Microsoft PowerPoint 2013: Enhancing A Presentation with Pictures, Shapes, and WordArt</b>	Chapter 2 Work ( <b>Emergency Plan</b> ) PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 08/31 MIDNIGHT</b>	*1,3,5,6 **a,c
27			<b>Complete Discussion Board Topic #1</b> <b>DUE 08/31 MIDNIGHT</b>	
28			Project: Chap 2 In the <b>Lab 1</b> from <b>BOOK (Lab 2-1 Homemade Apple Pie)</b> . PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 08/31 MIDNIGHT</b>	
31			<b>Chapter 2 Objective and Production Exam</b> <b>DUE 08/31 MIDNIGHT</b>	
<b>Week 3 (September 1 – September 7)</b>				
Tues Sept 1	<b>5</b>	<b>Microsoft PowerPoint 2013: Collaborating on and Delivering a Presentation</b>	Chapter 5 Work ( <b>Mayans Final; Mayans Final Show; Mayans SmartArt; Mayans Final Previous Version; Mayans Final Duplicate</b> ) PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>YOU DO NOT HAVE TO STORE ON A CD (PAGE 308-309)</b> . <b>DUE 09/07 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
2			Project: Chap 5 In the <b>Lab 1</b> from <b>BOOK (Lab 5-1 Teaching Kids about Gardening-- Please complete Step #9)</b> . PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 09/07 MIDNIGHT</b>	
3				

7			<b>Chapter 5 Objective and Production Exam DUE 09/07 MIDNIGHT</b>	
<b>Week 4 (September 8 – September 15)</b>				
Tues Sept 8	6	<b>Microsoft PowerPoint 2013: Navigating Presentations Using Hyperlinks and Action Buttons</b>	Chapter 6 Work ( <b>Exercise Motivation</b> ) PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 09/14 MIDNIGHT</b> Project: Chap 6 In the <b>Lab 1</b> from <b>BOOK</b> ( <b>Lab 6-1 Likeable Ladybugs-Do not complete step #13</b> ). PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 09/14 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
9				
10			<b>Chapter 6 Objective and Production Exam DUE 09/14 MIDNIGHT</b>	
14			<b>Complete Discussion Board Topic #2 DUE 09/14 MIDNIGHT</b>	
<b>Week 5 (September 15 – September 21)</b>				
Tues Sept 15	1	<b>Microsoft Publisher 2013: Creating a Flyer</b>	Chapter 1 Work ( <b>Concert Flyer; Concert Flyer Single File Web Page</b> ) PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 09/21 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
16				
17			Project: Chap 1 In the <b>Lab 2</b> from <b>BOOK</b> ( <b>Flash Mob Flyer</b> ). PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 09/21 MIDNIGHT</b>	
21			<b>Chapter 1 Objective Exam DUE 09/21 MIDNIGHT</b>	
<b>Week 6 (September 22 – September 28)</b>				
Tues Sept 22	2	<b>Microsoft Publisher 2013: Publishing a Trifold Brochure</b>	Chapter 2 Work ( <b>Internship Brochure; Internship Brochure with Pack and Go Wizard</b> ) PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 09/28 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
23			<b>Complete Discussion Board Topic #3 DUE 09/28 MIDNIGHT</b>	
24				
28				
<b>Week 7 (September 29 – October 5)</b>				
Tues Sept 29	2	<b>Microsoft Publisher 2013: Publishing a Trifold Brochure</b>	Project: Chap 2 In the <b>Lab 1</b> from <b>BOOK</b> ( <b>Students Against Bullying Brochure</b> ). PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 10/05 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
30				
Oct 1				
5			<b>Chapter 2 Objective Exam DUE 10/05 MIDNIGHT</b>	

**Week 8 (October 6 – October 12)**

Tues Oct 6	<b>3</b>	<b>Microsoft Publisher 2013: Designing a Newsletter</b>	Chapter 3 Work ( <b>Tech Talk Newsletter; Newsletter Template</b> ) PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 10/12 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
7				
8			<b>Complete Discussion Board Topic #4</b> <b>DUE 10/12 MIDNIGHT</b>	
12		<b>Semester Mid-Term</b>		

**Week 9 (October 13 – October 19)**

Tues Oct 13	<b>3</b>	<b>Microsoft Publisher 2013: Designing a Newsletter</b>	Project: Chap 3 In the <b>Lab 1</b> from <b>BOOK (Symphony Newsletter; Symphony Newsletter Template)</b> . PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 10/19 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
14				
15			<b>Chapter 3 Objective Exam</b> <b>DUE 10/19 MIDNIGHT</b>	
19				

**Week 10 (October 20 – October 26)**

Tues Oct 20	<b>4</b>	<b>Microsoft Publisher 2013: Creating a Custom Publication from Scratch</b>	Chapter 4 Work ( <b>Rocket Dogs Table Card</b> ) PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 10/26 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
21				
22			Project: Chap 4 In the <b>Lab 1</b> from <b>BOOK (Recipe Card)</b> . PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 10/26 MIDNIGHT</b>	
26				

**Week 11 (October 27 – November 2)**

Tues Oct 27	<b>4</b>	<b>Microsoft Publisher 2013: Creating a Custom Publication from Scratch</b>	Project: Chap 4 In the <b>Lab 2</b> from <b>BOOK (Save the Date Card)</b> . PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 11/02 MIDNIGHT</b>	*1,2,3,5,6 **a,b,c
28				
29			Project: Chap 4 Apply Your Knowledge from <b>BOOK (Engine; Hobby Express Complete)</b> . PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 11/02 MIDNIGHT</b>	
Nov 2			<b>Chapter 4 Objective Exam</b> <b>DUE 11/02 MIDNIGHT</b>	

**Week 12 (November 3 – November 9)**

Tues Nov 3	<b>5</b>	<b>Microsoft Publisher 2013: Using Business Information Sets</b>	Chapter 5 Work ( <b>Quality Limos Letterhead; Johnson Letter; Quality Limos Fax Cover; Quality Limos Envelope; Quality Limos Business Card; Quality Business Card PDF</b> ) PLACE IN IDS – MY FILES – BUSN 1430	*1,2,3,5,6 **a,b,c
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			folder. DO NOT PRINT OR EMAIL. <b>DUE 11/9 MIDNIGHT</b>	
4			<b>Complete Discussion Board Topic #5</b> <b>DUE 11/9 MIDNIGHT</b>	
5			<b>****STUDY FOR PROCTORED EXAM</b>	
Nov 9			<b>REMINDER: PROCTORED EXAM.</b> <b>11/11 OR 11/12 AT 2:00 PM.</b>	
<b>Week 13 (November 10 – November 16)</b>				
Tues Nov 10	<b>5</b>	<b>Microsoft Publisher 2013: Using Business Information Sets</b>	<b>PROCTORED EXAM 11/11 OR 11/12 AT 2:00 PM.</b>	*1,2,3,5, 6,7 **a,b,c
11		<b>PROCTORED EXAM</b>  <b>WEDNESDAY, NOVEMBER 11</b> <b>OR THURSDAY, NOVEMBER 12</b>  <b>BEGINS AT 2 P.M.</b>  <b>CHOOSE THE DAY THAT IS CONVENIENT FOR YOU!!!!</b>	Project: Chap 5 In the <b>Lab 1</b> from <b>BOOK (Trends Again Business Card—Use the information in the book)</b> . PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 11/16 MIDNIGHT</b> <b>Test is password protected to only take at STC.</b>  <b>See syllabus information on Proctored Exam. Available on November 11, Vidalia Campus, or November 12, Swainsboro Campus, at 2 p.m.</b>	
12				
16			<b>Chapter 5 Objective Exam</b> <b>DUE 11/16 MIDNIGHT</b>	
<b>Week 14 (November 17 – November 23)</b>				
Tues Nov 17	<b>6</b>	<b>Microsoft Publisher 2013: Working with Publisher Tables</b>	Chapter 6 Work ( <b>A+ Campground Amenities Table; A+ Campground Calendar; A+ Campground Manager Letter</b> ) PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 11/23 MIDNIGHT</b>	*1,2,3,5, 6,7 **a,b,c
18				
19				
23			Project: Chap 6 In the <b>Lab 2</b> from <b>BOOK (Grade School Calendar)</b> . PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 11/23 MIDNIGHT</b>	
<b>Week 15 (November 24 – November 30)</b>				
Tues Nov 24	<b>6</b>	<b>Microsoft Publisher 2013: Working with Publisher Tables</b>	Project: Chap 6 Apply Your Knowledge from <b>BOOK (Monthly Expenses Complete)</b> . PLACE IN IDS – MY FILES – BUSN 1430 folder. DO NOT PRINT OR EMAIL. <b>DUE 12/01 MIDNIGHT</b>	*1,2,3,5, 6,7 **a,b,c
25		<b>HOLIDAY</b>		
26		<b>HOLIDAY</b>		
30			<b>Chapter 6 Objective Exam</b> <b>DUE 12/01 MIDNIGHT</b>	
Dec 1				



2				
3			<b>Last Day of Semester</b>	

**\* Competency Areas:**

1. Word Processing Concepts
2. Customizing Documents
3. Formatting Content
4. Working with Visual Content
5. Organizing Content
6. Reviewing Documents
7. Sharing and Securing Content

**\*\*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.

<b>Discussion Board Topics Grading Rubric</b>					
<b>Performance</b>	<b>Exceptional 100</b>	<b>Proficient 90</b>	<b>Satisfactory 80</b>	<b>Limited 70</b>	<b>Poor 60</b>
<b>Grammar/ Spelling</b>	Grammatical and Spelling errors do not exist.	Grammatical and Spelling errors are few and cause no comprehension problems.	Grammatical and Spelling errors cause the reader to reread many parts of the paper.	Grammatical and Spelling errors are frequent. Makes paper confusing to read and comprehend.	Grammatical and Spelling errors are so numerous that the paper is hard or impossible to comprehend.
<b>Posts &amp; Word Count</b>	<ul style="list-style-type: none"> <li>• Posts early to allow others time to read and reply to 4 or more posts</li> <li>• 125 - 150 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>• Posts early to allow others time to read and reply to 3 posts</li> <li>• 80 – 124 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 2 posts</li> <li>• 50 – 79 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. Reply to 1 post</li> <li>• 25-49 words in main thread</li> </ul>	<ul style="list-style-type: none"> <li>• Posts at the last minute without allowing enough time for others to read and reply to. Some required postings missing. No replies</li> <li>• 0 – 24 words in main thread</li> </ul>
<b>Scope of Solution NO COPYING AND PASTING FROM WEBSITES. If any information comes from a website it must be cited as a resource.</b>	<ul style="list-style-type: none"> <li>• Content provides a thorough frame of reference for comprehending the solution;</li> <li>• An original solution is provided.</li> <li>• Numerous Resources listed</li> </ul>	<ul style="list-style-type: none"> <li>• Content provides appropriate factual data but is not original or complete to solve problem or topic.</li> <li>• Resources listed</li> </ul>	<ul style="list-style-type: none"> <li>• Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution.</li> <li>• Few resources listed</li> </ul>	<ul style="list-style-type: none"> <li>• Content is not realistic solution to problem or topic.</li> <li>• One resource listed</li> </ul>	<ul style="list-style-type: none"> <li>• Content fails to offer a conscientious solution to selected problem or topic.</li> <li>• No resource listed</li> </ul>
<b>Explanation</b>	All Steps are covered. All Questions are answered correctly.	Most Steps are covered and answered correctly.	Most steps are covered but not answered correctly.	Less than half of the steps are covered and answered correctly.	Less than half of the steps are covered and not answered correctly.