



BUSN 1430 DESKTOP PUBLISHING AND PRESENTATION APPLICATIONS
COURSE SYLLABUS
Online
Fall Semester 2021

COURSE INFORMATION

Credit Hours/Minutes: 4/4500

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

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 20085

Preferred Method of Contact: Email lwhitfield@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Linda Whitfield

Email Address: [Linda Whitfield \(lwhitfield@southeasterntech.edu\)](mailto:Linda.Whitfield@lwhitfield@southeasterntech.edu)

Campus/Office Location: Vidalia Campus/804 Gillis Medical Building

Office Hours: 9:00 a.m. – 11:30 a.m. Monday - Thursday

Phone: 912-538-3158

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

POWERPOINT

Cengage Unlimited online books of *Shelly Cashman Series Microsoft® Office 365 & PowerPoint 2019 Comprehensive, with Mindtap/SAM (Skills Assessment Manager)* Student will click the Blackboard course link under Lessons – Beginning Information in the Blackboard course, setup their Cengage account or use previously made account and enter the Cengage unlimited access key. Student will setup their Cengage account using their STC student email address and login. Students can use the 14 free trial until they have purchased the access code. **Highly recommend** purchasing the \$7.99 rental book from the Cengage Unlimited.

Student can purchase a 1 semester, 1 year or 2 year access key cost for all Cengage books and products from the [Southeastern Technical College bookstore \(stcbookstore@southeasterntech.edu\)](http://stcbookstore@southeasterntech.edu), 912-538-3129 or online at www.cengagebrain.com. Students can rent a book from the website and then ship it back after completion for \$7.99.

PUBLISHER

Cengage Unlimited online books of *Shelly Cashman Series Microsoft® Office 365 & Publisher 2019 Comprehensive, with Mindtap.*

Student will click the first link under Module 1 in the Publisher folder. This will automatically link the

student to Mindtap. The ebook will be available there.

REQUIRED SUPPLIES & SOFTWARE

Microsoft PowerPoint and Publisher 2019, Internet connection, Browser requirement is Internet Explorer 9 or higher, Mozilla Firefox or Google Chrome. Students can **download** PowerPoint 2019 from the Office 365 given by STC for free (NO NEED TO PURCHASE). Students will be saving assignments through Mindtap/SAM for PowerPoint and Blackboard for Publisher. If you do not have Publisher 2019, then you can use Publisher 2016 that is available free of charge for students on the Remote Lab. Please use the Technology Access page for instructions on how to secure this software.

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 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(S)

COMP 1000-Introduction to Computers or Guided Elective

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

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 campus exam. 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. Students are also expected to complete all Module work, project assignments, discussion boards, and exams on the dates specified on the attached

Lesson Plan. Assignments will be saved via the One Drive, Remote Lab, Blackboard, or SAM.

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 and other STC resources can be accessed from the mySTC tab on STC's Website. Email can be accessed in the menu of your Blackboard course.

COVID-19 MASK REQUIREMENT

Regardless of vaccination status, masks or face coverings must be worn at all times while in a classroom or lab 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
Chills
Shortness of breath or difficulty breathing (not attributed to any other health condition)
Cough: new or worsening, not attributed to another health condition
Fatigue
Muscle or body aches
Headache
New loss of taste or smell
Sore throat (not attributed to any other health condition)
Congestion or runny nose (not attributed to any other health condition)
Nausea or vomiting
Diarrhea
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, regardless of vaccination status, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using <https://www.southeasterntech.edu/covid-19/>. 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 11:50 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: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@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: [Daphne Scott \(dscott@southeasterntech.edu\)](mailto:dscott@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.

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 separate days—once on the Vidalia campus and once on the Swainsboro campus. Students must attend one of the proctored sessions as scheduled on the Lesson Plan/Course Calendar. The event will be monitored by the instructor or by an approved proctor. 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 farther 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 in Blackboard within the Getting Started/Start Here and Proctoring Event area. The completed form should be submitted to the course instructor 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 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. Proctored events will be given after the 65% point of the semester. **Students who do not complete the proctored event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be given a zero for the proctored event.**

PROCTORING FEES

Students are not charged a proctoring fee when taking a proctored event at Southeastern Technical College or any other TCSG college. Students who choose to use an off-campus proctor may be assessed a proctoring fee by the proctoring site. In this instance, the student is responsible for payment.

The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, November 15, 2021, at 9 a.m. in Room 806 in the Gillis Medical Building and Swainsboro Campus, November 16, 2021, at 9 a.m. in Room 2122 in Building 2. You can select either date that is best for you.

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

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. Failure to take chapter tests will result in a grade of zero. No makeup exams are allowed. If Internet or browser failure occurs while taking an exam, contact instructor immediately.

A decision will be made at that time if the exam will be reset. The instructor reserves the right to deduct points from exam scores for exceeding the scheduled time limit on the exams and/or requiring student to come to campus to take the exam. **ASSIGNMENTS WILL NOT BE ACCEPTED LATE FOR THIS CLASS. THIS INCLUDES BOOK WORK, DISCUSSION BOARDS, AND/OR TESTS. IF WORK IS NOT COMPLETED BY THE DUE DATES, A GRADE OF ZERO WILL BE GIVEN. NO EXCEPTIONS.**

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:

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
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 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
Training and Textbook	25%
Projects	35%
Exams	15%
Proctored Exam	20%
Discussion	5%

GRADING SCALE

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

BUSN 1430 Desktop Publishing and Presentation Applications

Fall Semester 2021 Lesson Plan

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 1		<p>First Day of Class</p> <p>YOU DO NOT HAVE TO PRINT or EMAIL any assignments to the instructor. Ignore this in the reading of the book.</p> <p>You will be completing your PowerPoint work and submitting it through Mindtap/SAM.</p> <p>All Desktop Publishing Module Work and Projects will be submitted through the Blackboard dropbox.</p>	<p>Orientation Assignments: Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgment Quiz, and Student Introduction.</p> <p>You will need to complete the Blackboard Online Orientation along with the Online Orientation Quiz.</p> <p>Make contact with instructor via email for attendance to ensure intent on completing the course.</p> <p>Due August 18 midnight</p>	

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 2	Module 1 PowerPoint	Microsoft PowerPoint 2019: Creating and Editing a Presentation with Pictures	Complete the following: <ul style="list-style-type: none"> • Read Module. • Complete Module SAM Textbook Project while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project 1 • Complete Module SAM End of Module Project 2 • Complete Module SAM Project A. • Complete Module SAM EXAM. • Complete Discussion Board 1. DUE August 30 MIDNIGHT	1,3,5,6 a,c
WEEK 3	Module 1 PowerPoint	Holiday, September 7	Complete the following: <ul style="list-style-type: none"> • Read Module. • Complete Module SAM Textbook Project while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project 1 • Complete Module SAM End of Module Project 2 • Complete Module SAM Project A. • Complete Module SAM EXAM. DUE September 6 MIDNIGHT	1,2,3,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 4	Module 2 PowerPoint	Microsoft PowerPoint 2019: Enhancing a Presentation with Shapes and SmartArt	Complete the following: <ul style="list-style-type: none"> • Read Module. • Complete Module SAM Textbook Project while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project 1 • Complete Module SAM End of Module Project 2 • Complete Module SAM Project A. • Complete Module SAM EXAM. • Complete Discussion Board 2. DUE September 13 MIDNIGHT	1,2,3,4,5,6 a,b,c
WEEK 5	Module 3 PowerPoint	Microsoft PowerPoint 2019: Inserting WordArt, Charts, and Tables	Complete the following: <ul style="list-style-type: none"> • Read Module. • Complete Module SAM Textbook Project while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project 1 • Complete Module SAM End of Module Project 2 • Complete Module SAM Project A. • Complete Module SAM EXAM. • Complete Discussion Board 3. DUE September 20 MIDNIGHT	1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 6	Module 4 PowerPoint	Microsoft PowerPoint 2019: Customizing Slide Masters and Presentations	Complete the following: <ul style="list-style-type: none"> • Read Module. • Complete Module SAM Textbook Project while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project 1 • Complete Module SAM End of Module Project 2 • Complete Module SAM Project A. • Complete Module SAM EXAM. DUE September 27 MIDNIGHT	1,2,3 4,5,6 a,b,c
WEEK 7	Module 5 PowerPoint	Microsoft PowerPoint 2019: Collaborating and Adding Animation	Complete the following: <ul style="list-style-type: none"> • Read Module. • Complete Module SAM Textbook Project while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project 1 • Complete Module SAM End of Module Project 2 • Complete Module SAM Project A. • Complete Module SAM EXAM. DUE October 4 MIDNIGHT	1,2,3,4,5,6,7 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 8	Module 6 PowerPoint	Microsoft PowerPoint 2019: Formatting Tables and Charts	Module 6 PP Project on SAM Complete the following: <ul style="list-style-type: none"> • Read Module. • Complete Module SAM Textbook Project while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project 1 • Complete Module SAM End of Module Project 2 • Complete Module SAM Project A. • Complete Module SAM EXAM. DUE October 11 MIDNIGHT	1,2,3,4,5,6 a,b,c
WEEK 9	Module 6 PowerPoint	Microsoft PowerPoint 2019: Formatting Tables and Charts	Complete the following: <ul style="list-style-type: none"> • Read Module. • Complete Module SAM Textbook Project while reading the module. • Complete Module SAM Training. • Complete Module SAM End of Module Project 1 • Complete Module SAM End of Module Project 2 • Complete Module SAM Project A. • Complete Module SAM EXAM. DUE October 18 MIDNIGHT	1,2,3,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 10	Module 1 Publisher	Microsoft Publisher 2019: Creating a Flyer	<ul style="list-style-type: none"> • Module 1 Work from Book (Headache Study Flyer; Headache Study Web Flyer) Place in Blackboard Dropbox • Apply Your Knowledge (University Bookstore Flyer; University Bookstore Web Flyer) Place in Blackboard Dropbox • Discussion Board 4 <p>DUE October 25 MIDNIGHT</p>	1,2,3,4,5,6,7 a,b,c
WEEK 11	Module 2 Publisher	Microsoft Publisher 2019: Publishing a Trifold Brochure	<ul style="list-style-type: none"> • Module 2 Work from Book (Museum Brochure, Museum Brochure Pack and Go) Place in Blackboard Dropbox • Apply Your Knowledge (Vacation Photos) Place in Blackboard Dropbox <p>DUE November 1 MIDNIGHT</p>	1,2,3,4,5,6 a,b,c
WEEK 12	Module 3 Publisher	Microsoft Publisher 2019: Designing a Newsletter	<ul style="list-style-type: none"> • Module 3 Work from Book (Energy Newsletter; Energy Newsletter Template) Place in Blackboard Dropbox • Apply Your Knowledge (Fractions Newsletter) Place in Blackboard Dropbox <p>DUE November 8 MIDNIGHT</p>	1,2,3,4,5,6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 13	Module 5 Publisher and Proctored Exam	<p>Microsoft Publisher 2019: Using Business Information Sets</p> <p>Proctored Exam: Microsoft PowerPoint 2019 Modules 1-6</p> <p>The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, November 15, 2021, at 9 a.m. in Room 806 in the Gillis Medical Building and Swainsboro Campus, November 16, 2021, at 9 a.m. in Room 2122 in Building 2. You can select either date that is best for you.</p>	<ul style="list-style-type: none"> Module 5 Work from Book (Fire Logo; Fire Letterhead; Saunders Letter; Envelope; Certificate; Business Card) Place in Blackboard Dropbox Apply Your Knowledge (Condo Letterhead; Condo Envelope) Place in Blackboard Dropbox Proctored Exam <p>DUE November 15 MIDNIGHT</p>	1,2,3,4,5,6 a,b,c
WEEK 14	Proctored Exam	<p>Proctored Exam: Microsoft PowerPoint 2019 Modules 1-6</p> <p>The required proctored event for this class is scheduled on the following dates and times: Vidalia Campus, November 15, 2021, at 9 a.m. in Room 806 in the Gillis Medical Building and Swainsboro Campus, November 16, 2021, at 9 a.m. in Room 2122 in Building 2. You can select either date that is best for you.</p>		
WEEK 15		End of the Semester	<ul style="list-style-type: none"> Discussion Board 5 <p>DUE November 29 MIDNIGHT</p>	1,2,3,4,5,6 a,b,c

COMPETENCY AREAS:

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

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.

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, contain 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.