![Southeastern Technical College logo]

TENTATIVE—SUBJECT TO CHANGE

BUSN 1440—DOCUMENT PRODUCTION
COURSE SYLLABUS
Online
Fall Semester 2022 (202212)

COURSE INFORMATION

Credit Hours/Minutes: 4/5250
Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard
Class Meets: Via Internet for 15 weeks
Course Reference Number (CRN): 20090
Preferred Method of Contact: Karen H. Mountain kmountain@southeasternech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Karen H. Mountain
Email Address: Karen H. Mountain (kmountain@southeasterntech.edu)
Campus/Office Location: Swainsboro Campus, Building 2, Room 2123
Office Hours: Monday – Thursday, 9:30 a.m. – 12 p.m.
Phone: 478-289-2220
Fax Number: 478-248-6336

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 (https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

REQUIRED TEXT
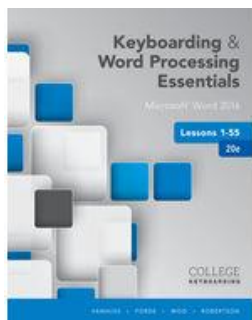
Cengage Unlimited Printed Access Card
Semester Access (4 months) with ISBN: 978-0-357-70003-7. You can also purchase the one year or two-year access card if you wish to do so. The Cengage Unlimited Printed Access Card is available at the Southeastern

Technical College Bookstore stcbookstore@southeasterntech.edu or 478-289-2217 (Swainsboro) 912-538-3129 (Vidalia) or online.

If you do not choose to purchase the Cengage Unlimited Printed Access Card, the book information is Keyboarding and Word Processing Essentials, Lessons 1-55: Microsoft Word 2016: College Keyboarding, 20e Edition bundle with SAM Printed Access Card: 6-Month Instant Access. South-Western Cengage Learning. VanHuss, Forde, Woo, Robertson. ISBN-13: 9781337801577.

REQUIRED SUPPLIES & SOFTWARE
Students will use the SAM 2016 software to complete their assignments.

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
Reinforces the touch system of keyboarding placing emphasis on correct techniques with adequate speed and accuracy and producing properly formatted business documents.

MAJOR COURSE COMPETENCIES
Reinforcing correct keyboarding technique, building speed and accuracy, formatting business documents, language arts, proofreading, and work area management.

PREREQUISITE(S)
The ability to key at least 25 gross words per minute on 3-minute timings with no more than 3 errors or BUSN 1100. COMP 1000 or Guided Elective.

COURSE OUTLINE
1. Reinforcing correct keyboarding technique
2. Building speed and accuracy
3. Formatting business documents
4. Language arts
5. Proofreading
6. Work area management

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. 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 night** of each week. Assignments must be keyed in Microsoft Word 2016, saved, uploaded, and attached for grading in Blackboard. ***If you do not have Microsoft Word 2016, you must use the Microsoft Word 2016 in the Remote Lab in the MySTC portal.***

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 87.5 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 also 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 COVD-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 11:59 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: Daphne Scott (dscott@southeasterntech.edu) 478-289-2274, Building 1, Room 1210.
Vidalia Campus: Helen Thomas, (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) 478-289-2274, Building 1, Room 1210.
Vidalia Campus: Helen Thomas, (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 accessed 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 29, 2021, at 9 a.m. in Room 806 in the Gillis Medical Building and Swainsboro Campus, November 30, 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 are required to take all tests scheduled during the semester. Failure to take Blackboard/SAM 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 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.

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 1st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen Thomas (hthomas@southeasterntech.edu)	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st 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).

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 Assignments	25%
Objective Tests	20%
Production Tests	30%
Discussion Boards	5%
Proctored Event/Exam	20%

GRADING SCALE

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

BUSN 1440—Document Production

Fall Semester 2022 (202212) Lesson Plan

==NOTE: If you do not have Microsoft Word 2016, you must use the Microsoft Word 2016 in the Remote Lab in the MySTC portal to complete your performance assessments and production tests.==

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
Monday, August 16		**First Day of Class**	**Orientation Assignments:** Select Getting Started on the course menu in the Blackboard course to complete 1. Orientation Assignments, 2. Pledge Acknowledgement Quiz, 3. Student Introduction. 4. Complete the Blackboard Online Orientation 5. Online Orientation Quiz. 6. Complete the COVID Quiz 7. **Read the syllabus!!!** 8. Put the **required** on-campus proctored exam date on your calendar. You will need to set up your account in the SAM Keyboarding Course. See announcements in Blackboard for complete instructions. **Due August 18 at 11:59 p.m.** **Begin Week 2 assignments**	
WEEK 1 August 16-23	Quick Review Lesson Tab	Quick Review in SAM Keyboarding	Lessons Listed in Quick Review Section: Alphabetic Keys 1-25 Alphabetic Keys 26 – 50 Numeric Keys Easy Lines 1 – 25 Easy Lines 26 – 50 Enter Key Space Bar Shift Keys Caps Lock	1-6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
			Tab Key	
WEEK 2 August 24-30	Quick Review Lesson Tab	Quick Review in SAM Keyboarding **YOU WILL RECEIVE A GRADE OF "0" IF YOU DO NOT COMPLETE ALL OF THE ASSIGNMENTS IN THE QUICK REVIEW SECTION.**	Continue Quick Review Assignments Quick Review Section: Alphabetic Keys 1-25 Alphabetic Keys 26 – 50 Numeric Keys Easy Lines 1 – 25 Easy Lines 26 – 50 Enter Key Space Bar Shift Keys Caps Lock Tab Key All Quick Review Lessons due in SAM by August 30 at 11:59 p.m.	1-6 a,b,c
WEEK 3 August 31 - September 6	Module 3	Module 3: Word 2016 Essentials **Labor Day Holiday September 6, 2021**	Begin work on Module 3 Assignments See Blackboard for list of assignments	1-6 a,b,c
WEEK 4 September 7 - 13	Module 3	Module 3: Word 2016 Essentials	Module 3 assignments completed in SAM by September 13 at 11:59 p.m. Module 3 Objective Test in Blackboard by September 13 at 11:59 p.m. Module 3 Production Test due in Blackboard by September 13 at 11:59 p.m. Discussion Board 1 in Blackboard due by September 13 at 11:59 p.m.	1-6 a,b,c
WEEK 5 September 14-20	Module 4	Module 4: Memos and Letters	Begin work on Module 4 Assignments See Blackboard for list of assignments	1-6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 6 September 21-27	Module 4	Module 4: Memos and Letters	Module 4 assignments completed in SAM by September 27 at 11:59 p.m. Module 4 Objective Test in Blackboard by September 27 at 11:59 p.m. Module 4 Production Test due in Blackboard by September 27 at 11:59 p.m. Discussion Board 2 due in Blackboard due by September 27 at 11:59 p.m.	1-6 a,b,c
WEEK 7 September 28 - October 4	Module 5	Module 5: Tables	Begin work on Module 5 Assignments See Blackboard for list of assignments	1-6 a,b,c
WEEK 8 October 5 - 11	Module 5	Module 5: Tables	Module 5 assignments completed in SAM by October 11 at 11:59 p.m. Module 5 Objective Test in Blackboard by October 11 at 11:59 p.m. Module 5 Production Test due in Blackboard by October 11 at 11:59 p.m. Discussion Board 3 in Blackboard due by October 11 at 11:59 p.m.	1-6 a,b,c
WEEK 9 October 12 - 18	Module 6	Module 6: Reports	Begin work on Module 6 Assignments See Blackboard for list of assignments	1-6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 10 October 19 - 25	Module 6	Module 6: Reports	Module 6 assignments completed in SAM by October 25 at 11:59 p.m. Module 6 Objective Test in Blackboard by October 25 at 11:59 p.m. Module 6 Production Test due in Blackboard by October 25 at 11:59 p.m. Discussion Board 4 in Blackboard due by October 25 at 11:59 p.m.	1-6 a,b,c
WEEK 11 October 26 - November 1	Module 7	Module 7: Graphics **October 26—65% Point Last Day to Withdraw without Academic Penalty**	Begin work on Module 7 Assignments See Blackboard for list of assignments	1-6 a,b,c
WEEK 12 November 2 - 8	Module 7	Module 7: Graphics	Module 7 assignments completed in SAM by November 8 at 11:59 p.m. Module 7 Objective Test in Blackboard by November 8 at 11:59 p.m. Module 7 Production Test due in Blackboard by November 8 at 11:59 p.m. Discussion Board 5 in Blackboard due by November 8 at 11:59 p.m.	1-6 a,b,c
WEEK 13 November 9 - 15	Module 8	Module 8: Palmetto Event Solutions	Begin work on Module 8 Assignments (Lessons 54-55) See Blackboard for list of assignments	1-6 a,b,c

Date/Week	Module	Content	Assignments & Tests Due Dates	Competency Area
WEEK 14 16 - 22	Module 8	Module 8: Palmetto Event Solutions ***Note this week's due date! Assignments <u>due November 29</u> due to Blackboard updates.	Module 8 assignments completed in SAM Keyboarding by **November 19 at 11:59 p.m.**	1-6 a,b,c
WEEK 15 November 23 - December 1	Proctored Event	**Thanksgiving Holidays November 24-25** Proctored Event 3 Timed Writings	**Proctored Exam Dates: <u>Vidalia Campus:</u> Monday, November 29, 2021, 9 a.m. until 1 p.m., Gillis Building, Room 806 OR <u>Swainsboro Campus:</u> Tuesday, November 30, 2021, 9 a.m. until 1 p.m., Building 2, Room 2122**	1-6 a,b,c

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

1. Reinforcing Correct Keyboarding Technique English
2. Building Speed and Accuracy
3. Formatting Business Documents information
4. Language Arts
5. Proofreading
6. Work Area Management

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.

ADDITIONAL INFORMATION REGARDING BUSN 1440:

- This lesson plan is subject to change at instructor's discretion during the semester. Students will be notified of any changes to tests, assignments, and/or due dates for assignments.

- Students are NOT required to complete the Skill Builders or Communication Skills sections of the textbook unless indicated by instructor. Students are strongly encouraged to complete Skill Builders within SAM to build speed and accuracy to improve and meet Keyboarding Goal by the end of the semester.

BUSN 1440-DOCUMENT PRODUCTION

Proctored Event

Straight Copy Speed and Accuracy Scoring Tables

Students should work on timed writings the whole semester. Final straight copy keyboarding skill achieved in BUSN 1440 Proctored Event counts for 20% of the final course grade. Students will use the rubric below to grade their timed writings. The speed and accuracy score will be based on the <u>best three</u> 5-minute timed writings. The tables below show the standard for final speed and accuracy grades. To establish final grades, speed will be counted twice, and accuracy will be counted once (divide the 3 grades by 3 to get the final grade). <u>**In order to qualify, a timed writing must have at least 25 GWAM and 5 errors or less on a 5-minute timed writing.**</u>

SPEED SCORING

GROSS WORDS	SCORE
25	70
26	71
27	72
28	73
29	74
30	75
31	76
32	77
33	78
34	79
35	80
36	82
37	84
38	86
39	88
40	90
41	92
42	94
43	96
44	98
45+	100

ACCURACY SCORING

ERRORS	SCORE
0	100
1	94
2	88
3	82
4	76
5	70

GRADING SCALE FOR PRODUCTION TESTS
- Two points (2) will be deducted for each error on production tests. This may include spelling, grammar, formatting, etc.

GRADING SCALE FOR DAILY (MODULE) ASSIGNMENTS
- The module grade is based on the lowest grade earned for all documents in the module.
- Any missing assignments will be assigned a grade of zero. No exceptions.

_____ Quick Review

Module 3— Word 2016 Basic
_____ *Module Assignments*
_____ ***TEST—Objective***
_____ ***TEST—Production***

Module 4— Memos and Letters
_____ *Module Assignments*
___ ***TEST—Objective***
_____ ***TEST—Production***

Module 5— Tables
_____ Module Assignments
___ ***TEST—Objective***
_____ ***TEST—Production***

Module 6— Reports
_____ *Module Assignments*
___ ***TEST—Objective***
_____ ***TEST—Production***

Module 7— Graphics
_____ *Module Assignments*
___ ***TEST—Objective***
_____ ***TEST—Production***

Module 8— Palmetto Event Solutions
Assignments
_____ *Module Assignments*

Proctored Event
Timed Writings (best three)/Grade
#1 _____/_____
#2 _____/_____
#3 _____/_____

_____ Module Assignments - 25%

_____ Objective Tests - 20%

_____ Production Tests – 30%

_____ Discussion Boards – 5%

_____ Proctored Event – 20%

_____ Grade

Grading Scale Rubric for Discussion Boards

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.