

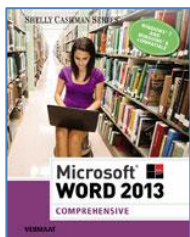


WORD PROCESSING APPLICATIONS/BUSN 1400 COURSE SYLLABUS ONLINE Fall Semester 2016

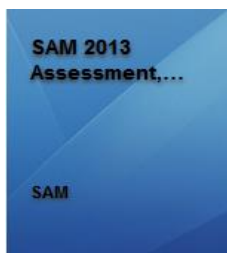
Semester: Fall 2016
Course Title: Word Processing Applications
Course Number: BUSN 1400
Credit Hours/ Minutes: 4 / 4500
Class Location: GVTC/Blackboard
Class Meets: Via Internet/ 15 weeks
CRN: 20103

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**
**This is my preferred method of contact.
Phone: 912-538-3158
Fax Number: 912-538-3106

REQUIRED TEXT:



Microsoft® Word 2013: Comprehensive, 1st Edition
Misty E. Vermaat Purdue University Calumet
ISBN-10: 1285167686
ISBN-13: 9781285167688
888 Pages Paperback
Previous Editions: 2012, 2008
© 2014 | Published



Also Need: **(If taken a SAM course previously, contact instructor for your keycode. No need to purchase.)**

SAM 2013 Assessment , Training, & Projects 1st Edition
Cengage Learning
ISBN-13: 978-1-285-42749-2
©2014 Published

You can purchase from the STC bookstore
stcbookstore@southeasterntech.edu or 912-538-3129. **SAM ACCESS
KEYs HAVE TO BE BRAND NEW, USED KEYs WILL NOT WORK.**

REQUIRED SUPPLIES & SOFTWARE: **Microsoft Word 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: 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 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.

COURSE DESCRIPTION: This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises, and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application.

MAJOR COURSE COMPETENCIES: Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

PREREQUISITE: COMP 1000 or Guided Elective

COURSE OUTLINE:

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 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.

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 drop box in your Blackboard course.** 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 BLACKBOARD 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, 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 Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

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 in Blackboard within the Getting Started/Start Here and Proctored 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, 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, October 26, 2016, OR Thursday, October 27, 2016. The event will be given on Wednesday, October 26, 2016, at the Vidalia Campus, Medical Technology Building, Room 806, and will begin at 1:30 p.m. sharp. The event will also be given on Thursday, October 27, 2016, at the Swainsboro Campus, Mrs. Karen Mountain's classroom, and will begin at 1:30 p.m. sharp. The proctored exam is listed in the lesson plan. The test will be composed of a Chapter 8 Productive Training Exam. You may come EITHER day that is convenient for you!

WORK ETHICS: The Technical College System of Georgia instructs and evaluates students on work ethics in all programs of study. Ten work ethics traits have been identified and defined as essential for student success: appearance, attendance, attitude, character, communication, cooperation, organizational skills, productivity, respect, and teamwork. Students will be required to take a work ethics exam as marked in the lesson plan. A grade of 70 or better is required to complete the work ethics requirements for this class. **This assignment is due by September 12, 2016, midnight.**

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.

CHECKING GRADES: A grade book is made available in the BLACKBOARD course on the main page when students log in. This grade book is for students to review and is continuously updated throughout the semester. 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 the corresponding chapter's drop box. You are expected to complete all Chapter Work as indicated in your syllabus. If you do not complete the work by the assigned due date, a 50 percent deduction will be taken on your Word Project for the corresponding chapter.

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 Blackboard, 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.

GRADING POLICY		GRADING SCALE		TCSG GUARANTEE/WARRANTY STATEMENT: <i>The Technical College System of Georgia (TCSG) 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.</i>
SAM Projects	20%	A: 90-100	Excellent	
SAM Productive Project Exams	25%	B: 80-89	Good	
SAM Productive Training Exams	25%	C: 70-79	Satisfactory	
Proctored Exams	20%	D: 60-69*	Poor	
Blackboard Discussion Boards	5%	F: 0-59*	Failing	
Work Ethics	5%			
Total	100%			
* Grade of D or below results in student repeating the class				

**BUSN 1400 – Word Processing Applications
FALL Semester 2016 Lesson Plan**

Date	Chap / Less	Content	Assignments & Tests Due	Competency Area
Week 1				
Monday Aug 15 - - Mon Aug 22		Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage Class Orientation: Aug. 15 on Vidalia Campus (Lab 806) at 2 p.m. Aug. 16 on Swainsboro Campus (Karen Mountain’s classroom) at 2 p.m.	Logon to BLACKBOARD MAIL: Send email to Instructor. Reply to any Instructor email. Login to BLACKBOARD: 08/17 MIDNIGHT	1 a, c
			Complete Personal Introduction on BLACKBOARD Read and review information regarding BLACKBOARD, IDS, and Discussion Board coverage Complete STC Acknowledgement/Pledge DUE 08/17 MIDNIGHT	
		Please do not create your SAM user account, your instructor will do this and notify you. You should also have a <u>SAM keycode</u> to enter once you are able to enter your SAM login. ***If you have previously used SAM for COMP1000 at STC, you do not have to purchase another keycode. Contact instructor for your new keycode and login instructions.	Contact instructor if you do not have a working SAM keycode or cannot remember your password. You do not have to purchase a keycode if you have previously purchased one in COMP 1000. Please get started by becoming familiar with your textbook and SAM.	
Week 1 assignments due by midnight, Aug 22				
Week 2				
Tues Aug 23 -- Mon Aug 29	1	Creating, Formatting, and Editing a Word Document with Pictures	Chapter 1 Work from book (Adventure Flyer) PLACE IN DROPBOX. Complete Discussion Board Topic #1	1-7 a, c
			Chp 1 Word Project on SAM	
			Chp 1 Word Productive Project <u>EXAM</u> on SAM	
			Chp 1 Word Training on SAM Chp 1 Word Productive Training <u>EXAM</u> on SAM	
Week 2 assignments due by midnight, Aug 29				
Week 3				
Tues Aug 30 – Mon Sept 5	2	Creating a Research Paper with References and Sources	Chapter 2 Work from book (Biometric Devices Paper) PLACE IN DROPBOX Complete Discussion Board Topic #2	1-7 a, c
		WORK ON WORK ETHICS ASSESSMENT THAT IS DUE SEPTEMBER 12 MIDNIGHT.		
			Chp 2 Word Project on SAM	
Week 3 assignments due by midnight, Sept 5				
Sept 5	H	HOLIDAY		

Week 4				
Tues Sept 6 -- Mon Sept 12			Chp 2 Word Productive Project <u>EXAM</u> on SAM	1-7 a, c
			Chp 2 Word Training on SAM	
		WORK ETHICS ASSESSMENT DUE SEPTEMBER 12 MIDNIGHT.	Chp 2 Word Productive Training <u>EXAM</u> on SAM	
Week 4 assignments due by midnight, Sept 12				
Week 5				
Tues Sept 13 -- Mon Sept 19	3	Creating a Business Letter with a Letterhead and Table Read through E-mail section.	Chapter 3 Work from book (Samaras Letterhead , Samaras Thank You Letter , Samaras Envelopes) PLACE IN THE DROPBOX CREATE THE ENVELOPE AND SAVE TO SCREEN ONLY.	1-7 a, c
			Complete Discussion Board Topic #3	
			Chp 3 Word Project on SAM Chp 3 Word Productive Project <u>EXAM</u> on SAM	
			Chp 3 Word Training on SAM Chp 3 Word Productive Training <u>EXAM</u> on SAM	
Week 5 assignments due by midnight, Sept 19				
Week 6				
Tues Sept 20 -- Mon Sept 26	4	Creating a Document with a Title Page, Lists, Tables, and a Watermark	Chapter 4 Work from book (Paw Ridge Title Page , Paw Ridge Sales Proposal) PLACE IN THE DROPBOX	1-7 a, c
			Chp 4 Word Project on SAM Chp 4 Word Productive Project <u>EXAM</u> on SAM	
			Chp 4 Word Training on SAM Chp 4 Word Productive Training <u>EXAM</u> on SAM	
Week 6 assignments due by midnight, Sept 26				
Week 7				
Tues Sept 27 – Mon Oct 3	5	Using a Template to Create a Resume and Sharing a Finished Document	Chapter 5 Work from book (Green Resume .docx , Green Resume.pdf , Green Resume.doc , Green Resume.mht) PLACE IN THE DROPBOX	1-7 a, c
			You have to read thru the SkyDrive section, BUT YOU DO NOT HAVE TO CREATE AN ACCOUNT	
			Chp 5 Word Project on SAM Chp 5 Word Productive Project <u>EXAM</u> on SAM	
			Chp 5 Word Training on SAM Chp 5 Word Productive Training <u>EXAM</u> on SAM	
Week 7 assignments due by midnight, Oct 3				

Week 8				
Tues Oct 4 -- Mon Oct 10	6	Generating Form Letters, Mailing Labels, and a Directory	Chapter 6 Work from book (Green Cover Letter , Job Hunting Folder , Green Prospective Employers.mdb , Green Merged Letters , Green Mailing Labels , , Green Potential Employer Directory)	1-7 a, c
		Read thru email section	PLACE IN THE DROPBOX	
			Chp 6 Word Project on SAM	
			Chp 6 Word Productive Project EXAM on SAM	
		Chp 6 Word Training on SAM	Chp 6 Word Productive Training EXAM on SAM	
Week 8 assignments due by midnight, Oct 10				
Week 9				
Tues Oct 11 – Mon Oct 17	7	Creating a Newsletter with a Pull-Quote and Graphics	Chapter 7 Work from book (Campus Post Newsletter , Information Literacy Diagram Modified)	1-7 a, c
			PLACE IN THE DROPBOX	
		Will need Data Files downloaded	Complete Discussion Board Topic #4	
			Chp 7 Word Project on SAM	
		Chp 7 Word Productive Project EXAM on SAM	Chp 7 Word Training on SAM	
		Chp 7 Word Productive Training EXAM on SAM		
Week 9 assignments due by midnight, Oct 17				
Week 10				
Tues Oct 18 -- Mon Oct 24	8	Using Document Collaboration and Integration Tools	Chapter 8 Work from book (Fund-Raising Results Memo with Comments and Tracked Changes . Fund-Raising Results Memo Reviewed , Fund-Raising Results Memo with Table and Clustered Chart , Fund-Raising Results Memo with Table and 3-D Clustered Chart , Fund-Raising Blog)	1-7 a, c
		Will need Data Files downloaded	PLACE IN THE DROPBOX	
		Will need to open Excel 2013 and Word 2013 together at a point in this chapter	Chp 8 Word Project on SAM	
		YOU DO NOT HAVE TO PUBLISH A BLOG ACCOUNT but you can do the steps.		
Week 10 assignments due by midnight, Oct 24				
Week 11				
Tues Oct 25 -- Mon Oct 31				1-7 a, b, c
		PROCTORED EXAM	PROCTORED Chp 8 Word Productive Training EXAM on SAM.	
		WEDNESDAY, OCTOBER 26 OR THURSDAY, OCTOBER 27	Test is password protected to only take at STC.	
		BEGINS AT 1:30 P.M.	See syllabus information on Proctored Exam. Available on October 26, Vidalia Campus, or October 27, Swainsboro Campus, at 1:30 p.m.	
		CHOOSE THE DAY THAT IS CONVENIENT FOR YOU!!!!		
Week 12				
Tues Nov 1	9	Creating a Reference Document with a Table of Contents and an Index	Chapter 9 Work from book (Inserting Various Types of Graphics Final , Learn Word – Guide #9)	1-7

– Mon Nov 7			PLACE IN THE DROPBOX	a, b, c	
		Will need Data Files downloaded	Chp 9 Word Project on SAM		
			Chp 9 Word Training on SAM		
			Chp 9 Word Productive Training EXAM on SAM		
Week 12 assignments due by midnight, Nov 7					
Week 13					
Tues Nov 8 – Mon Nov 14	10	Creating a Template for an Online Form	Chapter 10 Work from book (Customer Survey, Kaminsky Survey)	1-7 a, c	
			PLACE IN THE DROPBOX		
			Will need Data Files downloaded		Complete Discussion Board Topic #5
					Chp 10 Word Project on SAM
		Chp 10 Word Training on SAM	Chp 10 Word Productive Training EXAM on SAM		
Week 13 assignments due by midnight, Nov 14					
Week 14					
Tues Nov 15 Mon – Nov 21	11		Chapter 11 Work from book (Customer Survey Modified)	1-7 a, b, c	
			PLACE IN THE DROPBOX		
			Will need Data Files downloaded		Chp 11 Word Project on SAM
Week 14 assignments due by midnight, Nov 21					
Week 15					
Tues Nov 22 – Mon Nov 28	THANKSGIVING HOLIDAYS NOVEMBER 23 - 24				
	11	Enhancing an Online Form, Using Macros, and Adding Digital Signatures	Chp 11 Word Training on SAM	1-7 a, b, c	
			Will need Data Files downloaded		Chp 11 Word Productive Training EXAM on SAM DUE NOVEMBER 28 MIDNIGHT
					NO FINAL EXAM FOR THIS COURSE
Week 15 assignments due by midnight, Nov 28					

*** 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.

Students are responsible for all information contained in this lesson plan. This lesson plan is subject to change at instructor's discretion.

Work Ethics Assessment Grading Rubric

	Achievement Level 1 (1 pt. ea.)	Achievement Level 2 (2 pts. ea.)	Achievement Level 3 (3 pts. ea.)	Achievement Level 4 (4 pts. ea.)	Achievement Level 5 (5 pts. ea.)
Sentence Length and Knowledge	Student's answer is less than 20 words in length and demonstrates poor knowledge of the work ethic topic addressed in the scenario.	Student's answer is 20-29 words in length and demonstrates limited knowledge of the work ethic topic addressed in each scenario.	Student's answer is 30-39 words in length and demonstrates satisfactory knowledge of the work ethic topic addressed in each scenario.	Student's answer is 40-49 words in length and demonstrates proficient knowledge of the work ethic topic addressed in each scenario.	Student's answer is 50-75 words in length and demonstrates exceptional knowledge of the work ethic topic addressed in each scenario.
Spelling/Grammar and Sentence Structure	Student has 5 or more errors in spelling, punctuation, and grammar	Student has no more than 4 errors in spelling, punctuation, and grammar.	Student has no more than 3 errors in spelling, punctuation, and grammar.	Student has no more than 2 errors in spelling, punctuation, and grammar.	Student has no more than 1 error in spelling, punctuation, and grammar.
<ul style="list-style-type: none"> • If a work ethic topic(s) is not answered, the student will receive 0 points. • A score of at least 70 out of 100 points must be achieved in order to pass the Work Ethics Exam. 					

Criteria	Levels of Achievement				
	Exceptional	Proficient	Satisfactory	Poor	Unacceptable
Grammar/Spelling  Weight 25.00%	100 % •No grammatical or spelling errors (25 points)	90 % •Grammatical and Spelling errors are few and cause no comprehension problems (22.5 points)	70 % •Grammatical and spelling errors cause the reader to reread many parts of the post (17.5 points)	50 % •Grammatical and spelling errors are frequent making post confusing to read and comprehend (12.5 points)	0 % •Grammatical and spelling errors are so numerous the post is hard or impossible to comprehend
Posts & Word Count  Weight 25.00%	100 % •Posts early to allow time to read and reply •Publishes at least one original post and at least one reply •125-150 words in main thread (25 points)	90 % •Posts early to allow others time to read and reply •Publishes one post and one reply •80-124 words in main thread (22.5 points)	70 % •Posts at the last minute without allowing enough time for others to read and reply •Publishes one post and no replies •26-79 words in main thread (17.5 points)	50 % •Posts at the last minute without allowing enough time for others to read and reply •Publishes no posts and one reply •0-25 words in main thread (12.5 points)	0 % •Publishes no post or replies
Critical Thinking  Weight 25.00%	100 % •Content provides a thorough frame of reference for comprehending the solution •An original solution is provided •Numerous resources listed (25 points)	90 % •Content provides appropriate factual data but is not original or complete to solve problem or topic •Resources listed (22.5 points)	70 % •Content attempts to solve problem or topic but is too vague or disorganized to completely comprehend solution •Few resources listed (17.5 points)	50 % •Content is not a realistic solution to the problem or topic •Only one resource listed (12.5 points)	0 % •Content fails to offer a conscientious solution to selected problem or topic •No resources listed
Explanation  Weight 25.00%	100 % •All steps are covered •Questions are answered correctly (25 points)	90 % •Most steps are covered and answered correctly (22.5 points)	70 % •Most steps are covered but not answered correctly (17.5 points)	50 % •Less than half of the steps are covered and answered correctly (12.5 points)	0 % •No steps are covered or answered