



**BUSN 2340—Healthcare Administrative Procedures
COURSE SYLLABUS
Online
Spring Semester 2020 (202014)**

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): 40084

Preferred Method of Contact: Email anoles@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Liz Noles

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

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

Office Hours: Monday – Wednesday 1:40 p.m. – 5:00 p.m.

Phone: 912-538-3175

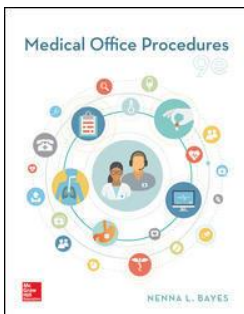
Fax Number: 912-538-3106

SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND HANDBOOK

Students are responsible for all policies and procedures and all other information included in Southeastern Technical College's [Catalog and Handbook \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

REQUIRED TEXT

Medical Office Procedures, 9th edition, McGraw-Hill. Connect Access code (includes e-book), ISBN: 978-1-260-15891-5.



Note: Students may choose to purchase a hard copy bound textbook but instructor does not require it. The e-book is included with the Connect Access Code.

REQUIRED SUPPLIES & SOFTWARE

Students will use Connect Plus to complete most assignments. Students are required to check their STC Email Account daily.

Note: Although students can use their smart phones and tablets to access their online course(s), exams, discussions, assignments, and other graded activities should be performed on a personal computer. Neither Blackboard nor Georgia Virtual Technical Connection (GVTC) provide technical support for issues relating to the use of a smart phone or tablet so students are advised to not rely on these devices to take an online course.

Students should not share login credentials with others and should change passwords periodically to maintain security.

COURSE DESCRIPTION

Emphasizes essential skills required for the business healthcare office. Introduces the knowledge, skills, and procedures needed to understand billing purposes. Introduces the basic concept of business healthcare administrative assisting and its relationship to the other health fields. Emphasizes healthcare regulations and ethics and the healthcare administrative assistant's role as an agent of the physician. Provides the student with knowledge and the essentials of professional behavior. Topics include introduction to business healthcare procedures, healthcare regulation and ethics, healthcare records management, scheduling appointments, health insurance, billing/collection, work area management, resource utilization, and office equipment.

MAJOR COURSE COMPETENCIES

Introduction to business healthcare procedures, healthcare regulation and ethics, healthcare records management, scheduling appointments, health insurance, billing/collection, work area management, resource utilization, and office equipment.

PREREQUISITE(S)

ALHS 1090 and ALHS 1011 or BUSN 1010; COMP 1000 or Guided Elective

COURSE OUTLINE

1. Introduction to business healthcare procedures
2. Healthcare regulation and ethics
3. Healthcare records management
4. Scheduling appointments
5. Health insurance
6. Billing/collection
7. Work area management
8. Resource utilization
9. Office equipment

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 will be required to complete assignments in Connect. Any assignments not submitted or completed by the due dates will be assigned grades of zero. Late work is not accepted. Students are required to check their STC Email Account daily.

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 11:59 p.m. on Monday of each week. Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 75 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

ONLINE ATTENDANCE

It is the student's responsibility to be academically engaged each week doing course related activities. The completion dates of these activities will be used to determine a student's last date of attendance in the event a student withdraws, stops attending, or receives an "F" (Failing 0-59) in a course.

Students will not be withdrawn by an instructor for attendance; however, all instructors will keep records of graded assignments and student participation in course activities. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at **11:59 p.m. on Monday** of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

STUDENTS WITH DISABILITIES

Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact the appropriate campus coordinator to request services.

Swainsboro Campus: [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

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

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay, \(mgay@southeasterntech.edu\)](mailto:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

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

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of “W” (Withdrawn) is assigned for the course(s) when the student completes the withdrawal form.

Important – Student-initiated withdrawals are not allowed after the 65% point. After the 65% point of the term in which student is enrolled, the student has earned the right to a letter grade and will receive a grade for the course. Please note: Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of “F” (Failing 0-59) being assigned.

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

There is no refund for partial reduction of hours. Withdrawals may affect students’ eligibility for financial aid for the current semester and in the future, so a student must also speak with a representative of the Financial Aid Office to determine any financial penalties that may be assessed due to the withdrawal. A grade of “W” will count in attempted hour calculations for the purpose of Financial Aid.

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 withdrawn from the course with a “WF” (Withdrawn Failing). If the proctored event is scheduled during final exams, any student who misses the proctored event will be issued an “F” (Failing) for the course.**

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, March 25, 9:00 a.m., Gillis Building, Lab 809 and Swainsboro Campus, March 26, 1:00 p.m., Building 2, Room 2122. You can come either day that is convenient for you.

EXIT EXAM

All Business Healthcare Technology students are required to take the BUSN 2340 Exit Exam when enrolled in this course. Specific competencies and skills tested on the assessment include scheduling patient appointments, medical records management, billing/collection, and work area management. Students are required to score a minimum of 70% on the exam to pass the BUSN 2340 course. **Students who do not pass this exam will not be able to graduate and the capstone course will need to be repeated and passed along with the exit exam.** Note: Students will not be allowed to take BUSN 2340 as a transient student since the exit exam is tied specifically to this course.

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 1 st Street, Vidalia Office 165 Phone: 912-538-3126 Email: Helen.Thomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: 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
Connect Assignments	25%
Connect Chapter Quizzes/Exam	10%
Discussion Boards	10%
Proctored Exam	20%
Exit Exam	35%

GRADING SCALE

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

BUSN 2340—Healthcare Administrative Procedures

Spring Semester 2020 Lesson Plan

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Tuesday January 7		First Day of the Semester Pay close attention to Discussion Board due dates. Your initial response is due on Thursdays and your reply to another student is due on Mondays.	Orientation Assignments: Select Getting Started on the course menu in the Blackboard course to complete the Orientation Assignments, Pledge Acknowledgment Quiz, and Student Introduction. You will need to complete the Blackboard Online Orientation along with the Online Orientation Quiz. Due January 9 11:59 p.m.	
Week 1 January 7-13	Chapter 1	The Administrative Medical Assistant	Read Chapter 1 Graded: Chapter 1 Projects (Connect) Chapter 1 Quiz (Connect) Chapter 1 Exam (Connect) Discussion Board 1 (Blackboard) -Initial Response due January 9 -Reply due January 13 Due January 13, 11:59 p.m.	1 a,c
Week 2 January 14-20	Chapter 2	Medical Ethics, Law, and Compliance MLK Holiday-January 20	Read Chapter 2 Graded: Chapter 2 Projects (Connect) Chapter 2 Quiz (Connect) Chapter 2 Exam (Connect) Discussion Board 2 (Blackboard) -Initial Response due January 16 -Reply due January 20 Due January 20, 11:59 p.m.	2 a,c

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 3 January 21-27	Chapter 3	Office Communications: An Overview of Verbal and Written Communication	Read Chapter 3 Graded: Chapter 3 Projects (Connect) Chapter 3 Quiz (Connect) Chapter 3 Exam (Connect) Discussion Board 3 (Blackboard) -Initial Response due January 23 -Reply due January 27 Due January 27, 11:59 p.m.	2,9 a,c
Week 4 January 28- February 3	Chapter 4	Office Communications: Phone, Scheduling, and Mail	Read Chapter 4 Graded: Chapter 4 Projects (Connect) Chapter 4 Quiz (Connect) Chapter 4 Exam (Connect) Discussion Board 4 (Blackboard) -Initial Response due January 30 -Reply due February 3 Due February 3, 11:59 p.m.	4,8,9 a,c
Week 5 February 4-10	Chapter 5	Managing Health Information	Read Chapter 5 Graded: Chapter 5 Projects (Connect) Chapter 5 Quiz (Connect) Chapter 5 Exam (Connect) Discussion Board 5 -Initial Response due February 6 -Reply due February 10 Due February 10, 11:59 p.m.	3,7,9 a,c
Week 6 February 11-17	Simulation 1	Simulation 1	Review the simulation 1 introduction/instructions in Connect before beginning. Graded: Simulation 1 assigned Questions in Connect	3-9 a,c
Week 7 February 18-24	Simulation 1	Simulation 1	Continue working on Simulation 1 in Connect	3-9 a,c
Week 8 February 25- March 2	Simulation 1	Simulation 1	Simulation 1 assignments due March 2, 11:59 p.m.	3-9 a,c

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 9 March 3-9	Chapter 6 and 7	Office Management Insurance and Coding	Read Chapter 6 and 7 Graded: Chapter 6 Projects (Connect) Chapter 6 Quiz (Connect) Chapter 6 Exam (Connect) Chapter 7 Projects (Connect) Chapter 7 Quiz (Connect) Chapter 7 Exam (Connect) Due March 9, 11:59 p.m.	1,2,5 a,c
Week 10 March 10-16	Chapter 8	Billing, Reimbursement, and Collections	Read Chapter 8 Graded: Chapter 8 Projects (Connect) Chapter 8 Quiz (Connect) Chapter 8 Exam (Connect) Due March 16, 11:59 p.m.	3,5,6,7,9 a,b,c
Week 11 March 17-23	Chapter 9	Practice Finances	Read Chapter 9 Graded: Chapter 9 Projects (Connect) Chapter 9 Quiz (Connect) Chapter 9 Exam (Connect) Due March 23, 11:59 p.m.	3,5,6,7,9 a,b,c
Week 12 March 24-30	Proctored Exam	Proctored Exam Dates: Vidalia Campus: Wednesday, March 25, 9:00 a.m. Gillis Building, Lab 809 OR Swainsboro Campus: Thursday, March 26, 1:00 p.m. Building 2, Room 2122	Proctored Exam (Chapters 7, 8, and 9 in Blackboard).	1,2,3,5,6,7,9 a,c
Week 13 March 31- April 6	Chapter 10	Preparing for Employment in the Medical Office	Read Chapter 10 Graded: Chapter 10 Projects (Connect) Chapter 10 Quiz (Connect) Chapter 10 Exam (Connect) Due April 6, 11:59 p.m.	8 a,c
April 6-9		SPRING BREAK		

Date/Week	Chapter	Content	Assignments & Tests Due Dates	Competency Area
Week 14 April 14-20	Simulation 2 (Exit Exam)	Simulation 2 Note: Simulation 2 is the exit exam for this class. Students must earn a 70 or better on the exam to pass the class.	Review the simulation 2 introduction/instructions in Connect before beginning. Graded: Simulation 2 assigned Questions in Connect	3-9 a,c
Week 15 April 21-27	Simulation 2 (Exit Exam)	Simulation 2	Simulation 2 assignments due Monday, April 27, 11:59 p.m.	3-9 a,c

COMPETENCY AREAS:

1. Introduction to business healthcare procedures
2. Healthcare regulation and ethics
3. Healthcare records management
4. Scheduling appointments
5. Health insurance
6. Billing/collection
7. Work area management
8. Resource utilization
9. Office equipment.

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

- **ASSIGNMENTS:** The chapter projects will be completed in Connect. Each chapter will have a number of questions (projects) to complete and submit. Dues dates are set and you will see these listed on the lesson plan above. Late work will not be accepted for this class.
- **DISCUSSION BOARDS:** Students will complete five (5) discussion board assignments (see lesson plan above for assigned weeks) that will count as part of the final course grade. These discussions will be graded from discussion board area by instructor. The Discussion Board assignments are located under the Discussion Board link on the course menu. Students will be required to post at least twice to each discussion board—one initial response and one reply to another student. The initial response is due a week before the reply to another student. **See discussion board grading rubric attached to end of course syllabus on how you will be evaluated.**
- **TESTS AND PROCTORED EXAM:** Students will take chapter quizzes and exams in Connect covering the material in the textbook. Proctored Exam is assigned during week 12 and will be taken in the Blackboard course. Failure to complete tests or attend campus to take the proctored exam will result in a grade of zero. **No exceptions.** See proctored exam information in the course.
- **EXIT EXAM:** Simulation 2 during the last two weeks of class will be completed. This is the exit exam for this class. Students must earn a 70 or better to pass the exit exam and pass the class. In the Blackboard class under Course Resources link, students will find a check-off sheet and additional information concerning the exit exam. Review it carefully. The exit exam counts 35 percent of the final course grade.
- **EMAILS:** Make sure that you ***check your email daily***. Always key your name and class in the subject line of every email you send me so I know which class you are in.
- **CHECKING GRADES:** A grade book is made available in the Blackboard course on the Home page on the menu labeled "My Grade". This grade book is for students to review and is continuously updated throughout the semester. Students are to keep in mind that if assigned a grade of zero that these grades are not automatically counted in the current averages shown until instructor post those grades manually so averages could seem higher at the time before posting these grades. Students are responsible for knowing how to average their grades, not the instructor. The overall percentage averages should display in the grade book to help track course progress.

BUSN 2340 DISCUSSION BOARD GRADING RUBRIC

# of Discussion Posts	# 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.