



**BUSN 2350 ELECTRONIC HEALTH RECORDS
COURSE SYLLABUS
Online
Spring Semester 2019**

COURSE INFORMATION

Credit Hours/Minutes: 3/3750

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

Class Meets: Via Internet for 15 weeks

Course Reference Number (CRN): 40163

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/Office 804 Gillis Medical Building

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

Phone: 912-538-3158

Fax Number: 912-538-3106

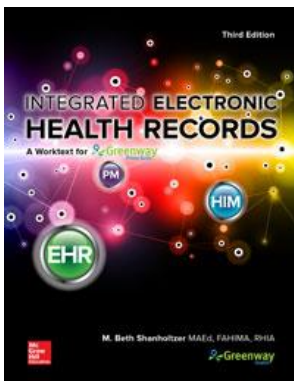
SOUTHEASTERN TECHNICAL COLLEGE (STC) CATALOG AND STUDENT HANDBOOK

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

REQUIRED TEXT

Integrated Electronic Health Records: A Worktext for Greenway Prime Suite, 3rd edition, Shanholtzer, M. Beth and Amy L. Ensign and Daniel Peterson. McGraw-Hill, ISBN: 978-1-260-04827-8.

Looseleaf book bundled with Connect Access Card ISBN: 978-1-260-06465-0



REQUIRED SUPPLIES & SOFTWARE

For the online class, there are no specific supplies required. **Students will be required to use Connect Plus to complete most assignments and use Microsoft Word.**

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 provides a study of the content, code sets, storage, retrieval, control, flow, retention, maintenance of electronic health records, and computerized office management. Topics include electronic healthcare information management, electronic data interchange, coding standards, health record and office management software, point of entry data entry, electronic coding from health records, speed data entry in processing healthcare records, analysis of records to improve patient care, confidentiality, release of information, security of electronic healthcare record, communication, technology, insurance payment, managed care, posting to accounts, appointment schedules, practice management, report generation, customizing medical documents, claims management, collections management, and HIPAA security.

MAJOR COURSE COMPETENCIES

Management of Electronic Health Record (EHR) and technology, privacy and security of health records, electronic coding from health records, computerized office management and practice software usage.

PREREQUISITE(S)

ALHS 1011, ALHS 1090, COMP 1000 or Guided Elective.

COURSE OUTLINE

1. Management of Electronic Health Records (EHR) and technology
2. Privacy and Security of Health Records
3. Electronic Coding from Health Records
4. Computerized Office and Management and Practice software usage

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. A grade of zero will automatically be assigned for any work submitted past the due date.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 50 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 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.

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 1208

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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 1208

Vidalia Campus: [Helen Thomas \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 108

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” 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” 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.

Online Proctored Event Withdrawals

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a “WF” (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an “F” for the course.

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. Dual enrollment students enrolled in online courses have the same options, but can also complete the event on the high school campus. The event will be monitored by the instructor, another College employee, or high school counselor. 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, April 10, 2019, 1 p.m., Room 806 located in the Gillis Medical Building and Swainsboro Campus, April 11, 2019, 1 p.m., Room 2122 located in Building 2. Please choose 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. The Work Ethics Assessment is due at midnight on February 11, 2019.

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 midnight 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 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 Student 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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 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).

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 108 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
Chapter Tests	25%
Connect Assignments	40%
Discussion Boards	10%
Work Ethics Exam	5%
Proctored Exam	20%

GRADING SCALE

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

BUSN 2350 Electronic Health Records
Spring Semester 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Monday January 7		<p>First Day of Class</p> <p>Students will begin working in Connect beginning with Chapter 1.</p> <p>For each assigned exercise, students will complete three modes (Demo, Practice, and Test).</p> <p>Make sure that you check your browser for compatibility with Connect. You may have more success with connect using Chrome.</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 January 9 midnight</p>	
Week 1 January 7 – 14	Chapter 1	An Overview of Prime Suite's Practice Management and Electronic Health Record Software	<p>Read Chapter 1</p> <p>Chapter 1 Homework in Connect</p> <p>Chapter 1 Test in Blackboard</p> <p>Discussion Board 1</p> <p>Due Monday, January 21, midnight</p>	1,4 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 2 January 15 - 21	Chapter 1	An Overview of Prime Suite's Practice Management and Electronic Health Record Software	Chapter 1 assignments and test due Monday, January 21, midnight	1,4 a,b,c
Week 3 January 22 - 28	Chapter 2	Health Data Structure, Collection, and Standards	Read Chapter 2 Chapter 2 Homework in Connect Chapter 2 Test in Blackboard Discussion Board 2 Due Monday, February 4, midnight.	1,2,4 a,b,c
Week 4 January 29 – February 4	Chapter 2	Health Data Structure, Collection, and Standards Work Ethics Assessment Due February 11, midnight	Chapter 2 assignments and test due Monday, February 4, midnight.	1,2,4 a,b,c
Week 5 February 5 - 11	Chapter 3	Content of the Health Record-Administrative Data Work Ethics Assessment Due February 11, midnight	Work Ethics Assessment Read Chapter 3 Connect Exercises: Exercise 3.1 Pages 56-57 Exercise 3.2 Pages 60 Exercise 3.3 Page 61 Exercise 3.4 Page 62 Exercise 3.5 Page 63 Exercise 3.6 Page 64 Exercise 3.7 Page 65 Chapter 3 Test in Blackbaord Discussion Board 3 Due Monday, February 18, midnight.	1,4 a,b,c
Week 6 February 12 - 18	Chapter 3	Content of the Health Record-Administrative Data	Chapter 3 assignments and test due Monday, February 18, midnight.	1,4 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 7 February 19- 25	Chapter 4	Content of the Health Record-The Past Medical, Surgical, Family, and Social History	Read Chapter 4 Connect Exercises: Exercise 4.1 Pages 81-82 Exercise 4.2 Pages 82-83 Exercise 4.3 Page 83 Exercise 4.4 Page 85 Chapter 4 Test in Blackboard Discussion Board 4 Due Monday, March 4, midnight.	1,4 a,b,c
Week 8 February 26 – March 4	Chapter 4	Content of the Health Record-The Past Medical, Surgical, Family, and Social History	Chapter 4 assignments and test due Monday, March 4, midnight.	1,4 a,b,c
Week 9 March 5 - 11	Chapter 5	Content of the Health Record-The Care Provider’s Responsibility	Read Chapter 5 Connect Exercises: Exercise 5.1 Page 95 Exercise 5.2 Page 97 Exercise 5.3 Page 100 Exercise 5.4 Page 104 Exercise 5.5 Page 107 Exercise 5.6 Page 109 Chapter 5 Test in Blackboard Discussion Board 5 Due Monday, March 18, midnight.	1,4 a,b,c
Week 10 March 12 - 18	Chapter 5	Content of the Health Record-The Care Provider’s Responsibility	Chapter 5 assignments and test due Monday, March 18, midnight.	1,4 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 11 March 19 - 25	Chapter 6 and 7	Financial Management Privacy, Security, Confidentiality, and Legal Issues	Read Chapters 6 and 7 Connect Exercises: Exercise 6.1 Pages 123-124 Exercise 6.2 Pages 124-125 Exercise 6.3 Pages 130-131 Exercise 6.4 Pages 135-136 Exercise 6.5 Page 138 Exercise 6.6 Page 139 Exercise 7.1 Pages 159-160 Exercise 7.2 Pages 160-161 Exercise 7.3 Pages 161-162 Exercise 7.6 Pages 165-166 Exercise 7.8 Pages 167-169 Exercise 7.9 Page 170 Exercise 7.13 Page 174 Chapters 6 and 7 assignments due Monday, April 8, midnight	1,2,3,4 a,b,c
Week 12 March 26 – April 8	Chapters 6 and 7	Financial Management Privacy, Security, Confidentiality, and Legal Issues Spring Break April 1 – April 7 Proctored Exam Dates: Vidalia Campus: Wednesday, April 10, 1 p.m. Gillis Building, Room 806 OR Swainsboro Campus: Thursday, April 11, 1 p.m. Building 2, Room 2122	Chapters 6 and 7 assignments due Monday, April 8, midnight Proctored Exam (Chapters 6 and 7)	1,2,3,4 a,b,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 13 April 9 - 15	Chapters 8 and 9	Management of Information and Communication Decision and Compliance Support: Utilizing the Database	Read Chapters 8 and 9 Connect Exercises: Exercise 8.1 Page 191 Exercise 8.6 Page 198 Exercise 9.1 Pages 217- 218 Exercise 9.2 Pages 218- 219 Exercise 9.3 Page 221 Chapter 8 and 9 Test in Blackboard Chapters 8 and 9 assignments and test due Monday, April 22, midnight.	1,4 a,b,c
Week 14 April 16 - 22	Chapters 8 and 9	Management of Information and Communication Decision and Compliance Support: Utilizing the Database	Chapters 8 and 9 assignments and test due Monday, April 22, midnight.	1,4 a,b,c
Week 15 April 23 - 29	Chapter 10	Looking Ahead-The Future of Health Information and Informatics	Read Chapter 10 Chapter 10 Homework in Connect Chapter 10 assignments due Monday, April 29, midnight.	1 a,b,c

COMPETENCY AREAS:

1. Management of Electronic Health Records and Technology
2. Privacy and Security of Health Records
3. Electronic Coding from Health Records
4. Computerized Office Management and Practice Software Usage

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.

Work Ethics Grading Scale	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.

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.