



**TENTATIVE—SUBJECT TO CHANGE**

**BUSN 1440—DOCUMENT PRODUCTION  
COURSE SYLLABUS  
Online  
Summer Semester 202016**

**COURSE INFORMATION**

Credit Hours/Minutes: 4/5250

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

Class Meets: Via Internet for 9 weeks

Course Reference Number (CRN):60012

Preferred Method of Contact: [Karen H. Mountain kmountain@southeasternech.edu](mailto:kmountain@southeasternech.edu)

**Instructor Contact Information**

Instructor Name: Karen H. Mountain

Email Address: [Karen H. Mountain \(kmountain@southeasterntech.edu\)](mailto:kmountain@southeasterntech.edu)

Campus/Office Location: Swainsboro/Building 2, Room 2123

Office Hours: (Monday) 2:30 – 6 p.m.; (Tuesday) 2:30 – 6 p.m.; (Wednesday) 2:30 – 5 p.m.;  
(Thursday) 12:45 – 1:15 p.m.

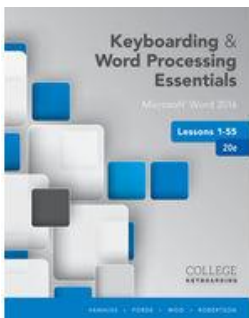
Phone: 478-289-2220

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 \(http://www.southeasterntech.edu/student-affairs/catalog-handbook.php\)](http://www.southeasterntech.edu/student-affairs/catalog-handbook.php).

**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](mailto: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 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 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 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.

### **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**

**Due to the uncertainties of COVID-19, this event will not be proctored for Summer Semester 202016. Students will complete the event, but will not be required to come on campus to do it.**

The event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students who do not complete the 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. Events will be given after the 65% point of the semester. **Students who do not complete the 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 event is scheduled during final exams, any student who misses the event will be issued an “F” (Failing) for the course.**

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

Statement will vary per program, course, or instructor. Information should be included pertaining to such items as tests, quizzes, homework, etc.

## **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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 165 Phone: 912-538-3126 Email: <a href="mailto:Helen.Thomas@southeasterntech.edu">Helen Thomas</a> ( <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a> )	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3230 Email: <a href="mailto:Lanie.Jonas@southeasterntech.edu">Lanie Jonas</a> ( <a href="mailto:ljonas@southeasterntech.edu">ljonas@southeasterntech.edu</a> )

### 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](http://www.southeasterntech.edu) ([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
Module Assignments	25%
Objective Tests	20%
Production Tests	30%
Discussion Boards	5%
Proctored Event/Exam <b>(due to the uncertainties of COVID-19, this event will not be proctored for Summer Semester 202016. Students will complete the event, but will not be required to come on campus to do it).</b>	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

## Summer Semester 202016 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p><b>Week 1</b></p> <p>May 26 - June 1</p>	<p>First Week of Class</p>		<p><b>Blackboard Orientation Assignments:</b></p> <p>Print and read BUSN 1440 Course Syllabus/ Lesson Plan</p> <p>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>You will need to set up your account in the SAM Keyboarding Course. See announcements in Blackboard for complete instructions.</p> <p><b>Orientation Assignments due by 11:59 p.m. Monday, June 1.</b></p> <p><b>Begin Week 2 assignments</b></p>	
<p><b>Week 2</b></p> <p>June 2 - 8</p>	<p>Quick Review Lesson Tab</p>	<p>Quick Review in SAM Keyboarding</p> <p style="text-align: center;"><b><i>Memorial Day Holiday Monday, May 27, 2019</i></b></p>	<p>Lessons Listed in Quick Review Section:</p> <ul style="list-style-type: none"> <li>Alphabetic Keys 1-25</li> <li>Alphabetic Keys 26 – 50</li> <li>Numeric Keys</li> <li>Easy Lines 1 – 25</li> <li>Easy Lines 26 – 50</li> <li>Enter Key</li> <li>Space Bar</li> <li>Shift Keys</li> <li>Caps Lock</li> <li>Tab Key</li> </ul>	<p>1-6 a,b,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p><b>Week 3</b></p> <p>June 9 - 15</p>	<p>Quick Review Lesson Tab</p>	<p>Quick Review in SAM Keyboarding</p>	<p>Continue Quick Review Assignments</p> <p>Quick Review Section:</p> <ul style="list-style-type: none"> <li>Alphabetic Keys 1-25</li> <li>Alphabetic Keys 26 – 50</li> <li>Numeric Keys</li> <li>Easy Lines 1 – 25</li> <li>Easy Lines 26 – 50</li> <li>Enter Key</li> <li>Space Bar</li> <li>Shift Keys</li> <li>Caps Lock</li> <li>Tab Key</li> </ul> <p><b>Due in SAM Keyboarding by 11:59 p.m., Monday, June 15</b></p>	<p>1-6 a,b,c</p>
<p><b>Week 4</b></p> <p>June 16 – 22</p>	<p>Module 3</p>	<p>Module 3: Word 2016 Essentials</p>	<p>Begin work on Module 3 Assignments</p> <p>See Blackboard for list of assignments</p> <p>Module 3 assignments completed in SAM Keyboarding by 11:59 p.m., Monday, June 22</p> <p>Module 3 Objective Test in Blackboard by 11:59 p.m., Monday, June 22</p> <p>Module 3 Production Test due in Blackboard by 11:59 p.m., Monday, June 22</p> <p>Discussion Board 1 in Blackboard by 11:59 p.m., Monday, June 22</p>	<p>1-6 a,b,c</p>



<p><b>Week 5</b></p> <p>June 23 – 29</p>	<p>Module 4</p>	<p>Module 4: Memos and Letters</p>	<p>Begin work on Module 4 Assignments See Blackboard for list of assignments</p> <p>Module 4 assignments completed in SAM Keyboarding by 11:59 p.m., Monday, June 29</p> <p>Module 4 Objective Test in Blackboard by 11:59 p.m., Monday, June 29</p> <p>Module 4 Production Test due in Blackboard by 11:59 p.m., Monday, June 29</p> <p>Discussion Board 2 in Blackboard by 11:59 p.m., Monday, June 29</p>	<p>1-6 a,b,c</p>
<p><b>Week 6</b></p> <p>June 30 – July 6</p>	<p>Module 5</p>	<p>Module 5: Tables</p> <p><b>4<sup>th</sup> of July Holiday July 6</b></p>	<p>Begin work on Module 5 Assignments See Blackboard for list of assignments</p> <p>Module 5 assignments completed in SAM Keyboarding by 11:59 p.m., Tuesday, July 7</p> <p>Module 5 Objective Test in Blackboard by 11:59 p.m., Tuesday, July 7</p> <p>Module 5 Production Test due in Blackboard by 11:59 p.m., Tuesday, July 7</p> <p>Discussion Board 3 in Blackboard by 11:59 p.m., Tuesday, July 7</p>	<p>1-6 a,b,c</p>

<p><b>Week 7</b></p> <p>July 7 – July 13</p>	<p>Module 6</p>	<p>Module 6: Reports</p> <p><b>Summer Break July 1 – 4, 2019</b></p>	<p>Begin work on Module 6 Assignments See Blackboard for list of assignments</p> <p>Module 6 assignments completed in SAM Keyboarding by 11:59 p.m., Monday, July 13</p> <p>Module 6 Objective Test in Blackboard by 11:59 p.m., Monday, July 13</p> <p>Module 6 Production Test due in Blackboard by 11:59 p.m., Monday, July 13</p> <p>Discussion Board 4 in Blackboard by 11:59 p.m., Monday, July 13</p>	<p>1-6 a,b,c</p>
<p><b>Week 8</b></p> <p>July 14 – 20</p>	<p>Module 7</p>	<p>Module 7: Graphics</p>	<p>Begin work on Module 7 Assignments See Blackboard for list of assignments</p> <p>Module 7 assignments completed in SAM Keyboarding by 11:59 p.m., Monday, July 20</p> <p>Module 7 Objective Test in Blackboard by 11:59 p.m., Monday, July 20</p> <p>Module 7 Production Test due in Blackboard by 11:59 p.m., Monday, July 20</p> <p>Discussion Board 5 in Blackboard by 11:59 p.m., Monday, July 20</p>	<p>1-6 a,b,c</p>
		<p><b>Proctored Event:</b> Email Timed writing reports for best three timed writings. (See Page 11 for instructions)</p>	<p>Proctored Event</p> <ul style="list-style-type: none"> <li>• 3 Timed Writings</li> </ul> <p>Due by 11:59 p.m. on Monday, July 20, 2020.</p>	<p>1-6 a,b,c</p>

<b>Week 9</b> July 21 – 27	Module 8	Module 8: Palmetto Event Solutions  Summer Semester Ends July 23, 2019	Begin work on Module 8 Assignments See Blackboard for list of assignments  Module 8 assignments completed in SAM Keyboarding by 11:59 p.m., Monday, July 27	1-6 a,b,c
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**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.

# BUSN 1440-DOCUMENT PRODUCTION

## Proctored Event

### Straight Copy Speed and Accuracy Scoring Tables

**Students should work on timed writings the whole semester.** Students will email a copy of their reports with their best three **different** timed writings **no later than 11:59 p.m. on Monday, July 20, 2020**. 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 best three 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). **In order to qualify, a timed writing must have at least 25 GWAM and 5 errors or less on a 5-minute timed writing.**

### SPEED SCORING

<u>GROSS WORDS</u>	<u>SCORE</u>
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

<u>ERRORS</u>	<u>SCORE</u>
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.

# BUSN 1440—Document Production—DOCUMENT SHEET

\_\_\_\_\_ 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.