



**TENTATIVE—SUBJECT TO CHANGE**

**BUSN 1420—Database Applications  
COURSE SYLLABUS  
Online  
Summer Semester 202016**

**COURSE INFORMATION**

Credit Hours/Minutes: 4/4500

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

Class Meets: Via Internet for 9 weeks

Course Reference Number (CRN): 60013

Preferred Method of Contact: [kmountain@southeasterntech.edu](mailto:kmountain@southeasterntech.edu)

**INSTRUCTOR CONTACT INFORMATION**

Instructor Name: Karen H. Mountain

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

Campus/Office Location: Swainsboro Campus, 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) 11:15 a.m. – 12:15 p.m.

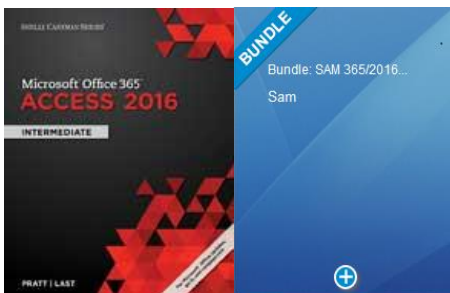
Phone: 478-289-2220

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 912-289-2217 or online.

If you do not choose to purchase the Cengage Unlimited Printed Access Card, the book information is Microsoft Office 365/Access 2016 Intermediate, Freund, Steven and Joy Starks, CENGAGE Learning, Looseleaf, ISBN: 978-1-337-25121-1.

Also Need: SAM 365/2016 Assessment, Training, & Projects 1st Edition Printed Access Card, Cengage Learning, ISBN-13: 978-1-337-11392-2

## **REQUIRED SUPPLIES & SOFTWARE**

Microsoft Access 2016, Internet connection, Browser requirement is Internet Explorer 9 or higher, Mozilla Firefox or Google Chrome. Students can **download** Access 2016 from the Office 365 given by STC for free (NO NEED TO PURCHASE). Students will be saving assignments to the SAM application and uploading to the Blackboard course. 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**

This course covers the knowledge and skills required to database management software through course demonstrations, laboratory exercises and projects. Topics and assignments will include database concepts, structuring database, creating and formatting database elements, entering and modifying data, creating and modifying queries, presenting and sharing data, and maintaining databases.

## **MAJOR COURSE COMPETENCIES**

Database Concepts, Structuring a Database, Creating and Formatting Database Elements, Entering and Modifying Data, Creating and Modifying Queries, Presenting and sharing Data, and Managing and Maintaining Databases.

## **PREREQUISITE(S)**

COMP 1000-Introduction to Computer Literacy or Guided Elective

## **COURSE OUTLINE**

1. Database Concepts
2. Structuring a Database
3. Creating and Formatting Database Elements
4. Entering and Modifying Data
5. Creating and Modifying Queries
6. Presenting and Sharing Data
7. Managing and Maintaining Databases

## **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. **All tests and assignments are due at 11:59 p.m. on Monday night.** Students are also expected to complete all Module work, SAM projects, SAM BUSN 1420 (Online)

project exams, SAM trainings, SAM training exams, and discussion boards on the dates specified on the attached Lesson Plan. Assignments will be saved via the One Drive, Remote Lab, Blackboard, or SAM. Students are required to check their STC Email Account daily.

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.

### **MODULE WORK**

Module Work is working through the module in the textbook to create/modify the database and will be checked to ensure that work is consistently being completed. Students are expected to complete all Module Work as indicated in your syllabus. Module Textbook Projects (module work) from the textbook must be completed and submitted in SAM for Modules 1-3. The textbook projects for Modules 4-7 will be submitted in Blackboard. **If you do not complete the work by the assigned due date, a 50 percent deduction will be taken on your Database Project for the corresponding module.**

### **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.)**

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. Module Work will be checked to ensure that work is consistently being completed. Assignments must be saved to the corresponding module's drop box. You are expected to complete all Module 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 Excel Project for the corresponding module.

### **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:hthomas@southeasterntech.edu">Helen Thomas (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:ljonas@southeasterntech.edu">Lanie Jonas (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 \(www.southeasterntech.edu\)](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
SAM Projects	30%
SAM Project Exams	20%
SAM Training Exams	20%
Discussion Boards	10%
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

**Course Number and Name**  
**Summer Semester 202016 Lesson Plan**

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>WEEK 1</b>  May 26 – June 1	Module 1	First Day of the Semester!  <b>Pay close attention to Discussion Board due dates. Your initial response is due on Wednesdays and your reply to another student is due on Mondays.</b>  <b>**Note:</b> All of your Module projects and tests will be completed in SAM. The documents you create working through the textbook are considered as Module Textbook projects.  Databases and Database Objects: An Introduction	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.  <b>Due May 26 - 11:59 p.m.</b>  Begin Module 1 work	1,2,4 a,c
<b>WEEK 2</b>  June 2 - 8	Module 1	Databases and Database Objects: An Introduction	<b>Module 1 work Pages 2-56</b>  AC Module 1 Textbook Project ( <b>SAM</b> ) work from book (PrattLast Associates)  AC Mod_1 Project (SAM)  AC Mod_1 Project Exam (SAM)  AC Mod_1 Training (SAM)  AC Mod_1 Training Exam (SAM)  Discussion Board 1 (Blackboard) <b>Initial Response due June 3</b>  <b>Due June 8 - 11:59 p.m.</b>	1,2,4 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>WEEK 3</b>  June 9 - 15	Module 2	Querying a Database	Module 2 Work (PrattLast Associates) using AC Mod_2 Textbook Project ( <b>SAM</b> )  AC Mod_2 Project (SAM)  AC Mod_2 Project Exam (SAM)  AC Mod_2 Training (SAM)  AC Mod_2 Training Exam (SAM)  Discussion Board 2 (Blackboard) <b>Initial Response due June 10</b>  <b>Due June 15 - 11:59 p.m.</b>	5 a,c
<b>WEEK 4</b>  June 16 - 22	Module 3	Maintaining a Database	Module 3 Work (PrattLast Associates) using AC Mod_3 Project Textbook ( <b>SAM</b> )  AC Mod_3 Project (SAM)  AC Mod_3 Project Exam (SAM)  AC Mod_3 Training (SAM)  AC Mod_3 Training Exam (SAM)  Discussion Board 3 (Blackboard) <b>Initial Response due June 17</b>  <b>Due June 22 - 11:59 p.m.</b>	4,7 a,c



Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>WEEK 5</b>  June 23 - 29	Module 4	Creating Reports and Forms	Module 4 Work (PrattLast Associates). Use Module_3 Project Textbook to continue with Modules 4 – 7 ( <b>Blackboard</b> )  AC Mod_4 Project (SAM)  AC Mod_4 Project Exam (SAM)  AC Mod_4 Training (SAM)  AC Mod_4 Training Exam (SAM)  Discussion Board 4 (Blackboard) <b>Initial Response due June 24</b>  <b>Due June 29 - 11:59 p.m.</b>	3 a,b,c
<b>WEEK 6</b>  June 30 – July 7	Module 5	Multi-Table Forms   <b>4<sup>th</sup> of July Holiday</b> <i>(observed July 6)</i>	Module 5 Work (PrattLast Associates) ( <b>Blackboard</b> )  AC Mod_5 Project (SAM)  AC Mod_5 Training (SAM)  AC Mod_5 Training Exam (SAM)  AC Mod_5 Project Exam (SAM)  Discussion Board 5 (Blackboard) <b>Initial Response due July 1</b>  <b>Due July 7 - 11:59 p.m.</b>	3 a,c
<b>WEEK 7</b>  July 8 - 13	Module 6	Advanced Report Techniques   <b>July 8—65% Point</b> <i>(Last day to Withdraw without Academic Penalty)</i>	Module 6 Work (PrattLast Associates) ( <b>Blackboard</b> )  AC Mod_6 Project (SAM)  <b>Due July 13 - 11:59 p.m.</b> <b>Study for Proctored Exam</b>	3,6 c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>WEEK 8</b> July 14 - 20	Module 6  Proctored Exam	Advanced Report Techniques  Proctored Exam Date: Thursday, July 16, 2020 in <b>SAM</b> Due by 11:59 p.m. <b>Proctored Exam:</b> You will be using the skills learned in Modules 1-3 to complete a lab assignment.	Continue working on Module 6 assignments  AC Mod_6 Project Exam (SAM)  AC Mod_6 Training (SAM)  AC Mod_6 Training Exam (SAM)  <b>Due July 20 - 11:59 p.m.</b>	1,2,3,4,5,6,7 a,c
<b>WEEK 9</b> July 21 - 27	Module 7	Advanced Form Techniques	Module 7 Work (PrattLast Associates) ( <b>Blackboard</b> )  AC Mod_7 Project (SAM)  AC Mod_7 Project Exam (SAM)  AC Mod_7 Training (SAM)  AC Mod_7 Training Exam (SAM)  <b>Due July 27 - 11:59 p.m.</b>	4,5,7 c

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

1. Database Concepts
2. Structuring a Database
3. Creating and Formatting Database Elements
4. Entering and Modifying Data
5. Creating and Modifying Queries
6. Presenting and Sharing Data
7. Managing and Maintaining Databases

**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:** All assigned work from the textbook (textbook projects) must be submitted in SAM in the first three modules. Modules 4-7 will be uploaded in Module Assignments in Blackboard. It is the student's responsibility to make sure all assignments are completed and submitted. Always key your name and assignment information in the Document Properties of the databases before submitting it for grading. Provide your name, the name of the database assignment, and class information (BUSN 1420 Summer 2020). Ten Points will be deducted automatically for not following directions.
- **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. The Discussion Board assignments are located under the Discussion Board link on the course menu. See discussion board grading rubric attached to end of course syllabus on how you will be evaluated. 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.
- **MODULE EXAMS AND PROCTORED EXAM:** Students will take all tests in SAM. The SAM training must be taken before the SAM training exam. The exams include the SAM Training exam and SAM Project exam. The proctored Exam will be the Module 6 Project exam given during Week 8.
- **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. For example: BUSN1420—First Name Last Name.**
- **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.

**GRADING SCALE INFORMATION**

- All grades in SAM will be transferred to the gradebook in Blackboard. **It is very important to complete the textbook projects because you will use them from module to module. Also, any incomplete textbook project reduces your SAM project grade by 50%. This class is different in that databases build upon each other. What you do in one module is a continuation to the next module. You will use the same databases up through module 3 and then it will change in the last modules. Read the instructions for each carefully to make sure you are using the correct database files you have saved.**
- Five discussion boards will be completed this semester. These count 10 percent of the final grade and are required. Students must post at least two comments to each discussion board. This means at least one original comment/response/thought and at least one reply to another student in class. The initial response is due a week before the reply to another student. These cannot be posted late.
- The proctored exam for this course will be a much like your assigned labs. You will be using the skills learned in Modules 1-3 to complete a lab assignment for the proctored exam. Test instructions will be given to students the day of the exam.

### 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.