



TENTATIVE—SUBJECT TO CHANGE

**COMP 1000 INTRODUCTION TO COMPUTER LITERACY
COURSE SYLLABUS
Online
Summer Semester 2021 (202116)**

COURSE INFORMATION

Credit Hours/Minutes: **3/3250 (4)**

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

Class Meets: **Via Internet for 9 1/2 weeks**

Course Reference Number (CRN): **60043**

Preferred Method of Contact: **Southeastern Technical College Office 365 student email**

INSTRUCTOR CONTACT INFORMATION

Adjunct Instructor Name: **Mrs. Leah Dasher**

Adjunct College Email: [Leah Dasher \(ldasher@southeasterntech.edu\)](mailto:ldasher@southeasterntech.edu)

Campus/Office Location: **Vidalia Main Building Library Room 144**

Office Hours: **8:30 – 4:30 Monday – Thursday**

Phone: **912-538-3186**

Fax Number: **912-538-3156**

Tutoring Hours (if applicable): **Made by appointment with instructor**

Full-Time Instructor Name: **Ms. Stephanie Moye**

Email Address: [Stephanie Moye \(smoye@southeasterntech.edu\)](mailto:smoye@southeasterntech.edu)

Office Hours: **2:00 – 4:30 Monday – Thursday**

Phone: **912-538-3161**

Fax Number: **912-538-3106**

Tutoring Hours (if applicable): **Made by appointment with instructor**

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 \(https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf\)](https://catalog.southeasterntech.edu/college-catalog/downloads/current.pdf).

REQUIRED TEXT

For cheaper books, student can purchase a Cengage Unlimited 1 semester, 1-year or 2-year access key cost for all Cengage books and products from the STC Bookstore or online at <http://www.cengagebrain.com>. Students can rent a book from the website and then ship it back after completion for \$7.99. **(Highly Recommended)**

Cengage Unlimited Online Books of Shelly Cashman Series® Discovering Computers & Microsoft® Office 365 & Office 2016 A Fundamental Combined Approach, Loose-leaf Version, 1st Edition, **AUTHORS:** Campbell/Freund/Frydenberg/Last/Pratt/Sebok/Vermaat - ©2017, **BOOK with SAM KEYCODE BUNDLED TOGETHER: ISBN #978-1-337-21753-8.** Student will setup their Cengage account using their STC student email address and login. The Bundled ISBN# will be entered to add both the book and the SAM code to the dashboard of the Cengage product.

REQUIRED SUPPLIES & SOFTWARE

Use a **computer with XP, VISTA, Win 7, 8, or 10**, 1.3 Ghz Processor, 512 MB RAM, up to 4.5 GB free hard drive space, DVD Drive, Monitor with 1024X768 resolution, sound card, **Browser requirement is Internet Explorer 9 or higher, Google Chrome (Recommended), or Mozilla FireFox**, Windows Media Player 10.0 or later, Adobe Reader. One **USB Flash Drive, Webcam, Microphone, HEADPHONES**, Microsoft Office 2016, Internet connection. **Students can download Microsoft Office from the Office 365 given by STC for free (NO NEED TO PURCHASE).** Students will be submitting assignments to the SAM application. **Students are required to have book on the first day of class. Students can use e-books if they prefer.**

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

Introduces the fundamental concepts, terminology, and operations necessary to use computers. Emphasis is placed on basic functions and familiarity with computer use.

MAJOR COURSE COMPETENCIES

Topics include introductions to computer and digital terminology and usage, operating systems, Internet and digital communication, word processing applications, spreadsheet applications, database applications, and presentation applications.

PREREQUISITE(S)

None

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 Module work, project assignments, discussion boards, and tests. All weekly work is **due at 11:55 pm on Monday** of each week as indicated on the lesson plan. **Late assignments will not be accepted. Students who miss any assignment, quiz, test, project, or discussion board will receive a grade of 0. Unannounced**

quizzes/assignments may be given. Program students must earn a minimum grade of C in this course.

Assignments must be keyed in Microsoft Office applications, saved via the One Drive, uploaded, and attached for grading in SAM and Blackboard.

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of **4 hours per week** 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.

COVID-19 MASK REQUIREMENT

Masks or face coverings must be worn at all times while on the campus of Southeastern Technical College. This measure is being implemented to reduce COVID-19 related health risks for everyone engaged in the educational process. Masks or face coverings must be worn over the nose and mouth, in accordance with the Centers for Disease Control and Prevention (CDC). A student's refusal to wear a mask or face covering will be considered a classroom disruption and the student may be asked to leave campus and/or receive further discipline.

COVID-19 SIGNS AND SYMPTOMS

We encourage individuals to monitor for the signs and symptoms of COVID-19 prior to coming on campus.

If you have experienced the symptoms listed below or have a body temperature 100.4°F or higher, we encourage you to self-quarantine at home and contact a primary care physician's office, local urgent care facility, or health department for further direction. Please notify your instructor(s) by email and do not come on campus for any reason.

COVID-19 Key Symptoms
Fever or felt feverish
Cough: new or worsening, not attributed to another health condition
Shortness of breath, not attributed to another health condition
New loss of taste or smell
Chills; Repeated shaking with chills
Sore throat, not attributed to another health condition
Muscle pain, not attributed to another health condition or exercise
Headache, not attributed to another health condition
Diarrhea (unless due to known cause)
In the past 14 days, if you:
Have had close contact with or are caring for an individual diagnosed with COVID-19 at home (not in healthcare setting), please do not come on campus and contact your instructor (s).

COVID-19 SELF-REPORTING REQUIREMENT

Students, who test positive for COVID-19 or who have been exposed to a COVID-19 positive person, are required to self-report using the [COVID 19 Health Reporting Form https://bit.ly/2Xq4g0f](https://bit.ly/2Xq4g0f). Report all positive cases of COVID-19 to your instructor and [Stephannie Waters](mailto:swaters@southeasterntech.edu), Exposure Control Coordinator, swaters@southeasterntech.edu, 912-538-3195.

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 11:55 pm 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 make up/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 given a zero for the proctored event.**

Due to the uncertainties of COVID-19, this event will not be proctored for Summer Semester 202116. Students will complete the event, but will not be required to come on campus to do it. The exam must be completed by July 28, 2021

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:

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 (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
Sam Exams	30%
Sam Projects	30%
Discussion Boards	10%
Proctored Event/Final Exam	30%

GRADING SCALE

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

Date	Modules	Content	Assignments and Tests	Competency
	WORD Module 1	Creating, Formatting, and Editing a Word Document with a Picture	Work through Word Module 1 steps in the book to create Surf Flyer . (Pgs. WD 2-47) to learn using WD Mod 1 Project Textbook in SAM Complete the following: <ul style="list-style-type: none"> • Discussion Board #2 in Blackboard. • WD Mod 1 Project in SAM. <p>Week 2 assignments due before midnight Monday May 31</p>	4 a, c
Week 3 June 1 - 7	WORD Module 2 WORD Module 3	Creating a Research Paper with References & Sources Creating a Business Letter with a Letterhead and Table <i>Save the envelopes by Adding it to the Document. See Page 173.</i>	Work through Word Module 2 steps in the book to create Headphones and Earbuds Paper (WD 58-111) using WD Mod 2 Project Textbook in SAM Complete the following: <ul style="list-style-type: none"> • WD Mod 2 Project in SAM. Work through Word Module 3 steps in the book to create Apple Park Letterhead, Lee Vendor Letter (WD 122-173) using WD Mod 3 Project Textbook in SAM Complete the following: <ul style="list-style-type: none"> • WD Mod 3 Project in SAM • WD Mod 1, 2, and 3 Trainings in SAM. • WD Mod 1-3 Project EXAM in SAM <p>Week 3 assignments due before midnight Monday June 7</p>	4 a, c 4 a, c

<p>Week 4 June 8 - 14</p>	<p>PPT Module 1</p> <p>PPT Module 2</p>	<p>Creating and Editing a Presentation with Pictures</p> <p>Enhancing a Presentation with Pictures, Shapes, and Word Art</p>	<p>Work through PPT Module 1 steps in the book to create Tall Oaks (PPT 2-48) using PPT Mod 1 Project Textbook in SAM</p> <p>Complete PPT Mod 1 Project in SAM.</p> <p>Work through PPT Module 2 steps in the book to create Basketball Camp (PPT 58-103) using PPT Mod 2 Project Textbook in SAM. You do not have to print</p> <p>Complete the following:</p> <ul style="list-style-type: none"> • PPT Mod 2 Project in SAM. • Discussion Board #3 in Blackboard. <p>Week 4 assignments due before midnight Monday June 14</p>	<p>7 a, c</p> <p>7 a, c</p>
<p>Week 5 June 15 - 21</p>	<p>PPT Module 3</p>	<p>MIDTERM OF SEMESTER</p> <p>Reusing a Presentation and Adding Media & Animation</p> <p>You will need the Data Files for this module</p>	<p>Work through PPT Module 3 steps in the book to create Spokes Bike Club (PPT 122-162) using PPT Mod 3 Project Textbook in SAM. You do not have to print</p> <p>Complete the following:</p> <ul style="list-style-type: none"> • PPT Mod 3 Project in SAM. • PPT Mod 1, 2, and 3 Trainings in SAM • PPT Mod 1-3 Project EXAM in SAM <p>Week 5 assignments due before midnight Monday June 21</p>	<p>7 a, c</p> <p>6 a, b, c</p>
<p>Week 6 June 22 - 28</p>	<p>EXCEL Module 1</p>	<p>Creating a Worksheet and a Chart</p>	<p>Work through Excel Module 1 steps in the book to create Linda Fox Budget (EX 2- 49) using EX Mod 1 Project Textbook in SAM. You do not have to print</p> <p>Complete the following:</p> <ul style="list-style-type: none"> • EX Mod 1 Project in SAM. <p>Week 6 assignments due before midnight Monday June 28</p>	<p>6 a, b, c</p>

Week 7 July June 29 – July 12	EXCEL Module 2	Formulas, Functions, and Formatting	Work through Excel Module 2 steps in the book to create Olivia’s Art Supply Salary Report (EX 58 – 105) using EX Mod 2 Project Textbook in SAM. Complete the following: <ul style="list-style-type: none"> • EX Mod 2 Project in SAM. • EX Mod 1 and 2 Trainings in SAM (OL) • EX Mod 1-2 EXAM in SAM • Discussion Board #4 in Blackboard. <p>Week 7 assignments due before midnight Monday July 12</p>	6 a, c
Week 8 July 13 - 19	ACCESS Module 1	Databases and Database Objects: An Introduction	Work through Access Module 1 steps in the book to create PrattLast Associates (AC 2 – 56) using AC Mod 1 Project Textbook in SAM. BE SURE TO SAVE AT THE BEGINNING (Pg AC 4) Complete the following: <ul style="list-style-type: none"> • AC Mod 1 Project in SAM. • AC Mod 1 Training • AC Mod 1 EXAM in SAM • Discussion Board #5 in Blackboard. (online assignment) <p>Week 8 assignments due before midnight Monday July 19</p>	5 a, c
Week 9 July 20 - 27		LAST WEEK OF CLASS SEMESTER ENDS	Complete COMP1000 Competency Final Training in SAM COMP 1000 Proctored Final Exam in SAM. Must be completed by 7/27 – see Proctored Event section for details	1-7 a, b, c

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

- 1) Computer and Digital Terminology and Usage
- 2) Introduction to Operating Systems
- 3) Introduction to Internet and Digital Communications
- 4) Introduction to Word Processing Applications
- 5) Introduction to Database Applications
- 6) Introduction to Spreadsheet Applications
- 7) Introduction to Presentation Applications

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.

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 student's post will be given a 100 on the assignment <u>if</u> 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 simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
1	0	70	Any student that does not respond to at least one other student's 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. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
0	1	50	Students who only respond to one other student's 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. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply.
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. No credit will be given for any response or reply that is simply an answer of "yes/no" or "I agree/disagree." Replying to your own post is NOT considered a reply