

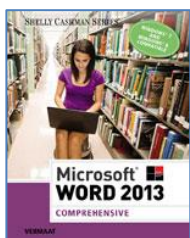


WORD PROCESSING APPLICATIONS/BUSN 1400 COURSE SYLLABUS ONLINE Summer Semester 2017

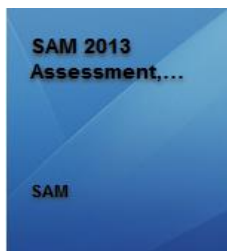
Semester: Summer 2017
Course Title: Word Processing Applications
Course Number: BUSN 1400
Credit Hours/ Minutes: 4 / 4500
Class Location: GVTC/Blackboard
Class Meets: Via Internet/ 9 weeks
CRN: 60119

Instructor: Linda Whitfield
Office Hours: 2:00 p.m. – 4:30 p.m. Monday - Thursday
Office Location: Room 804, Gillis Medical Building
Email Address: lwhitfield@southeasterntech.edu**
**This is my preferred method of contact.
Phone: 912-538-3158
Fax Number: 912-538-3106

REQUIRED TEXT:



Microsoft® Word 2013: Comprehensive, 1st Edition
Misty E. Vermaat Purdue University Calumet
ISBN-10: 1285167686
ISBN-13: 9781285167688
888 Pages Paperback
Previous Editions: 2012, 2008
© 2014 | Published



Also Need: (If taken a SAM course previously, contact instructor for your keycode. No need to purchase.)
SAM 2013 Assessment , Training, & Projects 1st Edition
Cengage Learning
ISBN-13: 978-1-285-42749-2
©2014 Published
You can purchase from the STC bookstore
stcbookstore@southeasterntech.edu or 912-538-3129. **SAM ACCESS KEYS HAVE TO BE BRAND NEW, USED KEYS WILL NOT WORK.**

REQUIRED SUPPLIES & SOFTWARE: Microsoft Word 2013.

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 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.

COURSE DESCRIPTION: This course covers the knowledge and skills required to use word processing software through course demonstrations, laboratory exercises, and projects. Minimal document keying will be necessary as students will work with existing documents to learn the functions and features of the word processing application.

MAJOR COURSE COMPETENCIES: Topics and assignments will include: word processing concepts, customizing documents, formatting content, working with visual content, organizing content, reviewing documents, sharing and securing content.

PREREQUISITE: COMP 1000 or Guided Elective

COURSE OUTLINE:

1. Word Processing Concepts
2. Customizing Documents

3. Formatting Content
4. Working with Visual Content
5. Organizing Content
6. Reviewing Documents
7. Sharing and Securing Content

GENERAL EDUCATION CORE COMPETENCIES: STC 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: Students are expected to complete all work required by the instructor, and to attend the required proctored campus exam. Tests and assignments must be completed on the specified dates. Ample time is given for completion of all assignments; therefore, **NO ASSIGNMENT WILL BE ACCEPTED LATE. A grade of zero will be given for any late assignment. Assignments will be saved via the drop box in your Blackboard course.** All online students must pledge that they have read and understand the STC Online Orientation within the first three days of class. Online students are responsible for checking e-mails and BLACKBOARD announcements DAILY.

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 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.

SPECIAL NEEDS: Students with disabilities who believe that they may need accommodations in this class based on the impact of a disability are encouraged to contact Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu, to coordinate reasonable accommodations.

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 advise me and make appropriate arrangements with Helen Thomas, 912-538-3126, hthomas@southeasterntech.edu.

WITHDRAWAL PROCEDURE: Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% portion of the semester (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 when the student completes the withdrawal form from the course.

Students who are dropped from courses due to attendance (see your course syllabus for attendance policy) after drop/add until the 65% point of the semester will receive a "W" for the course. Abandoning a course(s) instead of following official withdrawal procedures may result in a grade of 'F' being assigned.

After the 65% portion of the semester, the student will receive a grade for the course. (Please note: A zero will be given for all missed assignments.)

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. All grades, including grades of 'W', will count in attempted hour calculations for the purpose of Financial Aid.

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

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 two separate days during the semester—once on the Vidalia campus and once on the Swainsboro campus and will be monitored by the instructor or another STC employee. 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 further 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 Proctored 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, 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 will receive an F in the course.**

As published on STC's website, any expenses incurred to obtain a proctor will be the responsibility of the student; however, students are not charged a proctoring fee when taking the proctored exam on the campus of Southeastern Tech. Most of Georgia's technical colleges do not charge to proctor exams for students enrolled in other TCSG colleges. Students who are enrolled at Southeastern Technical College and live out of the state of Georgia or out of the country could incur a proctoring charge. However, in that instance, the instructor would assist the student in locating the least expensive proctor.

The required proctored event for this class is Tuesday, July 18, 2017, OR Wednesday, July 19, 2017. The event will be given on Tuesday, July 18, 2017, at the Vidalia Campus, Medical Technology Building, Room 806, and will begin at 1:30 p.m. sharp. The event will also be given on Wednesday, July 19, 2017, at the Swainsboro Campus, Building 2, Room 2122, and will begin at 1:30 p.m. sharp. The proctored exam is listed in the lesson plan. The test will be composed of a Chapter 8 Productive Training Exam. You may come 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. **This assignment is due by June 5, 2017, midnight.**

DISCUSSION BOARDS: Discussion Board topics must be appropriate to the class. Spelling and Grammar are considered part of the grade. Posted content should fully answer the question. Short one to two sentence posts will not be sufficient. See Discussion Board rubric below.

CHECKING GRADES: A grade book is made available in the BLACKBOARD course on the main page when students log in. This grade book is for students to review and is continuously updated throughout the semester. The overall percentage averages should display in the grade book to help track course progress.

CHAPTER WORK: Chapter work will be randomly checked to ensure that work is consistently being completed. **Assignments must be saved to the corresponding chapter's drop box. You are expected to complete all Chapter 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 Word Project for the corresponding chapter.**

MAKEUP GUIDELINES: Tests and assignments must be completed on the specified dates. Ample time is given for completion of all assignments; therefore, **NO ASSIGNMENT WILL BE ACCEPTED LATE.** A grade of zero will be given for any late assignment.

ACADEMIC DISHONESTY POLICY: The STC Academic Dishonesty Policy states 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 STC Catalog and Student Handbook.

Procedure for Academic Misconduct

The procedure for dealing with academic misconduct and dishonesty is as follows:

--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.

--Second Offense--

Student is given a grade of "WF" 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.

--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 second 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: Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of Vietnam Era 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).

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook located on STC'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 STC website at www.southeasterntech.edu.

GRADING POLICY		GRADING SCALE		TCSG GUARANTEE/WARRANTY STATEMENT: <i>The Technical College System of Georgia (TCSG) 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.</i>
SAM Projects	20%	A: 90-100	Excellent	
SAM Productive Project Exams	25%	B: 80-89	Good	
SAM Productive Training Exams	25%	C: 70-79	Satisfactory	
Proctored Exam	20%	D: 60-69*	Poor	
Blackboard Discussion Boards	5%	F: 0-59*	Failing	
Work Ethics	5%			
Total	100%			
* Grade of D or below results in student repeating the class				

**BUSN 1400/WORD PROCESSING
SUMMER SEMESTER 2017 LESSON PLAN**

Date	Chap / Less	Content	Assignments & Tests Due	Comp Area
Week 1 (May 17 – May 22)				
Wed May 17		Class Introduction – Syllabus, Outline, Rules, and Regulations Coverage Class Orientation: May 17 on Vidalia Campus (Lab 806) at 2 p.m. May 18 on Swainsboro Campus (Room 2122) at 2 p.m.	Logon to BLACKBOARD MAIL: Send email to Instructor. Reply to any Instructor email. Login to BLACKBOARD: 05/17 MIDNIGHT	*1,3,5,6 **a,c
18	1	Creating, Formatting, and Editing a Word Document with Pictures YOU DO NOT HAVE TO EMAIL ME THE STUDENT PACKET---JUST COMPLETE THE PLEDGE	Complete Personal Introduction on BLACKBOARD Read and review information regarding BLACKBOARD, IDS, and Discussion Board coverage Complete STC Acknowledgement/Pledge DUE 05/17 MIDNIGHT Contact instructor if you do not have a working SAM keycode or cannot remember your password. You do not have to purchase a keycode if you have previously purchased one in COMP 1000.	
22		Please do not create your SAM user account, your instructor will do this and notify you. You should also have a <u>SAM keycode to</u> enter once you are able to enter your SAM login. ***If you have previously used SAM for COMP1000 at STC, you do not have to purchase another keycode. Contact instructor for your new keycode and login instructions.	Chapter 1 Work from book (Adventure Flyer) PLACE IN DROPBOX. DUE 5/22 MIDNIGHT DISCUSSION BOARD #1 DUE 5/22 MIDNIGHT Chp 1 Word Project on SAM DUE 05/22 MIDNIGHT Chp 1 Word Productive Project EXAM on SAM DUE 05/22 MIDNIGHT	
		REMINDER: Work Ethics Assessment Due 06/05 MIDNIGHT	Chp 1 Word Training on SAM Chp 1 Word Productive Training EXAM on SAM DUE 05/22 MIDNIGHT	
Week 2 (May 23– May 29)				
23	2	Creating a Research Paper with References and Sources	Chapter 2 Work from book (Biometric Devices Paper) PLACE IN DROPBOX. DUE 05/29 MIDNIGHT DISCUSSION BOARD #2 DUE 5/29 MIDNIGHT	*1,2,3,5,6 **a,b,c
24			Chp 2 Word Project on SAM Chp 2 Word Productive Project EXAM on SAM DUE 05/29 MIDNIGHT	
25		REMINDER: Work Ethics Assessment Due 06/05 MIDNIGHT	Chp 2 Word Training on SAM Chp 2 Word Productive Training EXAM on SAM DUE 05/29 MIDNIGHT	
29		HOLIDAY		

Week 3 (May 30 – June 5)				
Mon May 30	3	Creating a Business Letter with a Letterhead and Table Read through E-mail section.	Chapter 3 Work from book (Samaras Letterhead , Samaras Thank You Letter , Samaras Envelopes) PLACE IN DROPBOX. DUE 06/05 MIDNIGHT DISCUSSION BOARD #3 DUE 06/05 MIDNIGHT	*1,2,3,5,6 **a,b,c
31			Chp 3 Word Project on SAM Chp 3 Word Productive Project <u>EXAM</u> on SAM DUE 06/05 MIDNIGHT	
June 1			Chp 3 Word Training on SAM Chp 3 Word Productive Training <u>EXAM</u> on SAM DUE 06/05 MIDNIGHT	
5			Work Ethics Assessment Due 06/05 MIDNIGHT	
Week 4 (June 06 – June 12)				
Mon June 6	4	Creating a Document with a Title Page, Lists, Tables, and a Watermark	Chapter 4 Work from book (Paw Ridge Title Page , Paw Ridge Sales Proposal) PLACE IN DROPBOX. DUE 06/12 MIDNIGHT	*1,2,3,5,6 **a,b,c
7			Chp 4 Word Project on SAM Chp 4 Word Productive Project <u>EXAM</u> on SAM DUE 06/12 MIDNIGHT	
8			Chp 4 Word Training on SAM	
12			Chp 4 Word Productive Training <u>EXAM</u> on SAM DUE 06/12 MIDNIGHT	
Week 5 (June 13 – June 19)				
Mon June 13	5	Using a Template to Create a Resume and Sharing a Finished Document You have to read thru the SkyDrive section, BUT YOU DO NOT HAVE TO CREATE AN ACCOUNT	Chapter 5 Work from book (Green Resume .docx , Green Resume.pdf , Green Resume.doc , Green Resume.mht) PLACE IN DROPBOX. DUE 06/19 MIDNIGHT	*1,2,3,5,6 **a,b,c
14			Chp 5 Word Project on SAM Chp 5 Word Productive Project <u>EXAM</u> on SAM . DUE 06/19 MIDNIGHT	
15			Chp 5 Word Training on SAM	
19			Chp 5 Word Productive Training <u>EXAM</u> on SAM DUE 06/19 MIDNIGHT	
Week 6 (June 20 – June 26)				
Mon June 20	6	Generating Form Letters, Mailing Labels, and a Directory Read thru email section	Chapter 6 Work from book (Green Cover Letter , Job Hunting Folder , Green Prospective Employers.mdb , Green Merged Letters , Green Mailing Labels , , Green Potential Employer Directory) PLACE IN DROPBOX. DUE 06/26 MIDNIGHT	*1,2,3,5,6 **a,b,c
21			Chp 6 Word Project on SAM Chp 6 Word Productive Project <u>EXAM</u> on SAM	

			DUE 06/26 MIDNIGHT	
22			Chp 6 Word Training on SAM	
26			Chp 6 Word Productive Training <u>EXAM</u> on SAM DUE 06/26 MIDNIGHT	
Week 7 (June 27 – July 3)				
Mon June 27	7	<p>Creating a Newsletter with a Pull-Quote and Graphics</p> <p>Will need Data Files downloaded</p>	<p>Chapter 7 Work from book (Campus Post Newsletter, Information Literacy Diagram Modified)</p> <p>PLACE IN DROPBOX. DUE 07/03 MIDNIGHT DISCUSSION BOARD #4 DUE 07/03 MIDNIGHT</p>	*1,2,3,5,6 **a,b,c
28			<p>Chp 7 Word Project on SAM</p> <p>Chp 7 Word Productive Project <u>EXAM</u> on SAM</p> <p>DUE 07/03 MIDNIGHT</p>	
29		<p>REMINDER: PROCTORED EXAM. 07/18 OR 07/19 AT 1:30 PM.</p>	Chp 7 Word Training on SAM	
July 3			<p>Chp 7 Word Productive Training <u>EXAM</u> on SAM</p> <p>DUE 07/03 MIDNIGHT</p>	
Week 8 (July 11 – July 17)				
Mon July 11	8	<p>Using Document Collaboration and Integration Tools</p> <p>Will need Data Files downloaded Will need to open Excel 2013 and Word 2013 together at a point in this chapter</p> <p>You have to read thru the Blog section, BUT YOU DO NOT HAVE TO CREATE A BLOG ACCOUNT</p>	<p>Chapter 8 Work from book (Fund-Raising Results Memo with Comments and Tracked Changes. Fund-Raising Results Memo Reviewed, Fund-Raising Results Memo with Table and Clustered Chart, Fund-Raising Results Memo with Table and 3-D Clustered Chart, Fund-Raising Blog)</p> <p>PLACE IN DROPBOX. DUE 07/17 MIDNIGHT</p>	*1,2,3,5,6 **a,b,c
12		<p>PROCTORED EXAM TUESDAY, JULY 18 VIDALIA CAMPUS OR WEDNESDAY, JULY 19 SWAINSBORO CAMPUS BEGINS AT 1:30 P.M. CHOOSE THE DAY THAT IS CONVENIENT FOR YOU!!!!</p>	<p>Chp 8 Word Project on SAM</p> <p>Chp 8 Word Training on SAM</p> <p>DUE 07/17 MIDNIGHT</p>	
13			<p>Chp 8 Word Productive Training <u>EXAM</u> on SAM</p> <p>DUE 07/17 MIDNIGHT</p>	
17				
Week 9 (July 18 – July 24)				
Mon July 18	9	<p>Creating a Reference Document with a Table of Contents and an Index</p> <p>Will need Data Files downloaded</p>	<p>Chapter 9 Work from book (Inserting Various Types of Graphics Final, Learn Word – Guide #9)</p> <p>PLACE IN DROPBOX. DUE 07/24 MIDNIGHT DISCUSSION BOARD #5 DUE 07/24 MIDNIGHT</p>	*1,2,3,5,6 **a,b,c

19		PROCTORED EXAM TUESDAY, JULY 18 VIDALIA CAMPUS OR WEDNESDAY, JULY 19 SWAINSBORO CAMPUS BEGINS AT 1:30 P.M. CHOOSE THE DAY THAT IS CONVENIENT FOR YOU!!!!	Chp 9 Word Project on SAM DUE 07/24 MIDNIGHT	
20			Chp 9 Word Training on SAM Chp 9 Word Productive Training EXAM on SAM DUE 07/24 MIDNIGHT	
24				

*** Competency Areas:**

1. Word Processing Concepts
2. Customizing Documents
3. Formatting Content
4. Working with Visual Content
5. Organizing Content
6. Reviewing Documents
7. Sharing and Securing Content

****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.

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

Work Ethics Assessment

Grading Rubric

	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.
<ul style="list-style-type: none"> • 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. 					

Discussion Board Rubric

# of discussion posts	# of discussion replies	Grade	Due Date, Length, Grammar and Spelling Requirements
1	1	100	Students who post their initial discussion board response to the discussion board topic and reply to at least one other students' post will be given a 100 on the assignment if the post is turned in by the due date, contain 4-5 sentences and free of grammatical and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in both their response and reply. A 10 point deduction will be given for any response or reply that is not 4-5 sentences in length. No credit will be given for any response or reply that is an answer of "yes/no" or "I agree/disagree."
1	0	70	Any student that does not respond to at least one other students' post will not receive a grade above 70. The grade of 70 will be the highest grade that the student will be able to receive on the discussion post if the post is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their response. A 10 point deduction will be given for any response that is not 4-5 sentences in length.
0	1	50	Students who only respond to a classmate's discussion post will not receive a grade above 50. The grade of 50 will be the highest grade that the student will be able to receive on the discussion response if the response is turned in by the due date, contain 4-5 sentences and free of grammatical errors and spelling errors. The student will receive a one point deduction for each grammatical and spelling error in their reply. A 10 point deduction will be given for any reply that is not 4-5 sentences in length.
0	0	0	Students will receive a 0 on the discussion topic if the student does not post an answer or response to one other students' post by the due date.