



ENGL 1010 Fundamentals of English I

COURSE SYLLABUS

Hybrid: 60/40

Fall Semester 2019

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Swainsboro/ Building 2, Room 2131

Class Meets: Wednesday 1:00-2:40 pm (**60% face-to-face and 40% Hybrid**)

Course Reference Number (CRN): 20252

Preferred Method of Contact: lthomas@southeasterntech.edu

INSTRUCTOR CONTACT INFORMATION

Instructor Name: Laquanda Thomas

Email Address: [Laquanda Thomas \(lthomas@southeasterntech.edu\)](mailto:Laquanda.Thomas@lthomas@southeasterntech.edu)

Campus/Office Location: Swainsboro/ 2132, Building 2

Office Hours: Monday and Wednesday 8:00-10:00 and Tuesday and Thursday 8:00-9:00

Phone: 478-289-2219

Fax Number: N/A

Tutoring Hours: MW-9:00-11:00 & TR-1:00-3:00

This course is taught in a hybrid format. Hybrid classes require students to complete a portion of the required contact hours traditionally by attending classes on campus while completing the remaining portion online at the student's convenience with respect to the instructor's requirements.

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

Langan, John. (2015). *English Skills with Readings*. 9th ed. New York, NY: McGraw-Hill.

REQUIRED SUPPLIES & SOFTWARE

Flash drive, loose-leaf paper and binder, pencils, blue-black pens, and access to Internet and Southeastern Technical College's Remote Lab Access, RemoteApp, or Remote Application Services.

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

Emphasizes the development and improvement of written and oral communication abilities. Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills, research skills, and oral communication skills.

MAJOR COURSE COMPETENCIES

1. Analysis of writing
2. Applied grammar and writing skills
3. Editing and proofreading skills
4. Research skills
5. Oral communication skills.

PREREQUISITE(S)

ENGL 0090 OR Appropriate Placement Test Score AND READING 0090—Reading II OR Appropriate Placement Test Score.

COURSE OUTLINE

1. Analysis of Writing
2. Applied Grammar and Writing Skills
3. Editing and Proofreading
4. Research Skills
5. Oral Communication Skills

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 (HYBRID)

Students must have their books by the second week of class. Making copies from the textbook is against copyright laws and will not be done. Students are expected to bring all materials, especially their books, to class. Failure to do so will result in a ten-point penalty on the next grammar exam. Students are required to complete all assignments on the lesson plan by their due dates to exit the class. All assignments must be in American Psychological Association (APA) format, typed in Microsoft Word, and submitted in a Blackboard drop box on the due date to get a grade. **Late writing assignments will not be accepted. Writing assignments sent through email will not be accepted.**

BASIC ERRORS: Certain errors in writing are called basic or failing errors. A pattern of such errors must be eliminated from writing assignments. Errors include the following:

1. Lack of clarity at the sentence level
2. Subject-verb agreement errors
3. Comma splices and run-on or fused sentences
4. Sentence fragments
5. Incorrect verb forms
6. Spelling errors

CELL PHONE POLICY

Cell phones are not to be used while in class. When students enter the classroom, cell phones should be placed on silent or vibrate. If cell phones become a problem, the instructor reserves the right to give a quiz to the entire class or give an individual quiz to the person not adhering to policy (upon the discretion of the instructor) each time a phone rings/vibrates or anytime a student is caught using a phone in class. Cell phone quizzes will be put into the grade book. During exams, if a student is caught with a phone or caught texting during a test, he or she will be given a zero.

HYBRID ATTENDANCE

Class attendance is a very important aspect of a student's success. Being absent from class prevents students from receiving the full benefit of a course and interrupts the learning process. Southeastern Technical College considers both tardiness and leaving early as types of absenteeism. Responsibility for class attendance rests with the student. Regular and punctual attendance at all scheduled classes is required for student success. Students will be expected to complete all work required by the instructor as described in the individual course syllabus.

Instructors have the right to give unannounced quizzes/assignments. Students who miss an unannounced quiz or assignment will receive a grade of 0. Students who stop attending class, but do not formally withdraw, may receive a grade of "F" (Failing 0-59) and face financial aid repercussions in upcoming semesters.

Instructors are responsible for determining whether missed work may be made up and the content and dates for makeup work is at the discretion of the instructor.

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. 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 have exactly one week from the date of an absence to make up a test or quiz grade.* Homework assignments are not accepted after the due date.**

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

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:MacyGay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

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

SPECIFIC ABSENCES

Provisions for Instructional Time missed because of documented absences due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

PREGNANCY

Southeastern Technical College does not discriminate on the basis of pregnancy. However, we can offer accommodations to students who are pregnant that need special consideration to successfully complete the course. If you think you will need accommodations due to pregnancy, please make arrangements with the appropriate campus coordinator.

Swainsboro Campus: [Macy Gay mgay@southeasterntech.edu](mailto:MacyGay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

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

It is strongly encouraged that requests for consideration be made **PRIOR** to delivery and early enough in the pregnancy to ensure that all the required documentation is secured before the absence occurs. Requests made after delivery **MAY NOT** be accommodated. The coordinator will contact your instructor to discuss accommodations when all required documentation has been received. The instructor will then discuss a plan with you to make up missed assignments.

WITHDRAWAL PROCEDURE

Students wishing to officially withdraw from a course(s) or all courses after the drop/add period and prior to the 65% point of the term in which student is enrolled (date will be posted on the school calendar) must speak with a Career Counselor in Student Affairs and complete a Student Withdrawal Form. A grade of "W" (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 the 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.

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

Tests and assignments must be completed on the assigned date in the course calendar or per the instructor. **Students can make up a test within one week of missing it due to absence.** If the student does not make up the test within one week, a zero will be given without any other make-up opportunities. There are no late submissions for writing assignments. If you do not submit the assignment by the due date, a zero will be given for the assignment. There is one day provided on the class calendar to make up **one** writing assignment of the student's choice. Students can make up this assignment if they missed the deadline or they want to revise the writing assignment to improve the grade. (This applies to one writing assignment only). There are absolutely no make-ups for homework assignments. Homework assignments must be submitted on the date it is due. No homework accepted after the due date. No make-ups available for homework assignments.

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 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu	Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu

ACCESSIBILITY STATEMENT

Southeastern Technical College is committed to making course content accessible to individuals to comply with the requirements of Section 508 of the Rehabilitation Act of Americans with Disabilities Act (ADA). If you find a problem that prevents access, please contact the course instructor.

GRIEVANCE PROCEDURES

Grievance procedures can be found in the Catalog and Handbook located on Southeastern Technical College's website.

ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College's 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
Tests	25%
HW/Quizzes/Discussions	20%
Writing Assignments	30%
Final Exam (Grammar)	10%
Final Exam (Essay)	15%

GRADING SCALE

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

ENGL 1010 Foundations of English
Fall Semester 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
Week 1: August 14	<i>English Skills with Readings:</i> Chapter 1 and 2	Parts of Speech/ Writing Process	Class: Syllabus/ Information and Policies Packet/ Classroom Expectations and Procedure/ Youtube: Kid President-Pep Talk Video Parts of Speech: Take notes in class Hybrid: Discussion Question 1 (due Tuesday, August 20, 2019 by 11:59 pm). Hybrid: Read syllabus thoroughly and quiz Hybrid: Syllabus Quiz (due Tuesday, August 20, 2019 by 11:59 pm). Hybrid: Read Chapter 1: An Introduction to Writing Hybrid: Read Chapter 2: The Four Bases and the Writing Process	1,2,3,5 a,c
Week 2: August 21	<i>English Skills with Readings:</i> Chapter 1	Writing Paragraphs/ Grammar/ Parts of Speech/ Avoiding run-ons	Class: Parts of Speech Cont'd Sentences PowerPoint Class: Writing an effective paragraph Lecture- Student should take notes. Hybrid: Parts of Speech worksheet (due in class on Wednesday, August 28, 2019, completed). Hybrid: Activity: Complete outline on pg. 5 of textbook (due in class on Wednesday, August 28, 2019).	1,2,3,5 a,c
Week 3: August 28	<i>English Skills with Readings:</i> Chapter 2 & 8	Drafting/ Parts of Speech/Sentences	Class: Sentences Cont'd/ Fragments and Run-ons Practice: Run-on Sentence/Comma Splice Practice(Grammar Bytes link) Class: Introduce Exemplification Paragraph assignment Class: Work on drafting exemplification paragraph in class. Class/Hybrid- Exemplification paragraph topics: Begin prewriting. Continue prewrite and drafting for homework.	1,2,3,5 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p>Hybrid: Write exemplification paragraph (rough draft) due in class on September 11, 2019.</p> <p>Hybrid: Read Chapter 2 & chapter 8 of <i>English Skills with Readings</i> textbook.</p>	
<p>Week 4: September 4</p>	<p><i>English Skills with Readings</i> Chapter 3 and 4</p>	<p>Exemplification Paragraph/Drafting/ APA Format/APA Library Project</p>	<p>Class: Parts of Speech & Sentence Quiz</p> <p>Class: Exemplification Paragraph (rough draft) due in class.</p> <p>Class: Peer Review-Exemplification paragraph RD</p> <p>Class: Writers Workshop: Students use peer review in class and feedback to write final drafts.</p> <p>Class: APA format (Lecture and model)</p> <p>Hybrid: Revise exemplification paragraph rough draft. (Final draft due Wednesday, September 18, 2019.)</p> <p>Hybrid: Library Project: due in week 8</p>	<p>1,2,3,4,5 a,b,c</p>
<p>Week 5: September 11</p>	<p><i>English Skills with Readings:</i> Chapter 8</p>	<p>Exemplification Paragraph/ Test Parts of Speech & Sentences</p>	<p>Class: Grammar Test 1</p> <p>Hybrid: Exemplification Paragraph: Submit final drafts in week 5. Submit in Blackboard in the Writing Assignment folder Wednesday, September 18, 2019, by 11:59 pm.</p> <p>Hybrid: Discussion Question 2 (due Tuesday, September 17, 2019, by 11:59 pm.)</p> <p>Hybrid: Read Chapter 10: Cause or Effect Paragraph</p>	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 6:</p> <p>September 18</p>	<p><i>English Skills with Readings:</i> Chapter 10 & Chapter 32</p>	<p>Nouns/Writing Process/Cause or Effect paragraph</p>	<p>Class: Noun PowerPoint: Sing./Plural Class: Noun PowerPoint (Possession) Hybrid : Noun (Singular/Plural/Possession)Worksheet (due in class Wednesday, September 25, 2019, completed).</p> <p>Class: Cause or Effect Paragraph- begin prewrite activity Class: Brainstorming Activity</p> <p>Hybrid: Nouns Practice Quiz (due Wednesday, September 25, 2019, by 1:00 pm). Hybrid: Discussion Question 3 (due Tuesday, September 24, 2019, by 11:59 pm). Hybrid: Cause or Effect Paragraph Assignment. Rough draft due in class Wednesday, October 2, 2019.</p>	<p>1,2,3,4,5 a,c</p>
<p>Week 7:</p> <p>September 25</p>	<p>Nouns & Pronouns</p> <p><i>English Skills with Readings:</i> Chapter 25 & 26</p>	<p>Nouns/Pronouns/Cause or Effect paragraph</p>	<p>Class: Grammar Test 2-Nouns (Singular/Plural/Possession) Class: Peer Review: Cause or Effect Paragraph Assignment (RD) due in class. Class: Pronouns & Pronoun Antecedent ppt. Hybrid: Pronoun Worksheet (due in class Wednesday, October 2, 2019 by 1:00 pm). Hybrid: Pronoun Practice Quiz due Wednesday, October 2, 2019 by 1:00 pm.</p>	<p>1,2,3,5 a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 8: October 2</p>	<p><i>English Skills with Readings:</i> Chapter 11: Comparison and/or Contrast</p>	<p>Pronouns/Cause or Effect Paragraph/Library Project/ Comparison and/or Contrast Paragraph</p>	<p>Class: Grammar Test 3: Pronouns Hybrid: Library Project-due Tuesday, October 9, 2019 by 11:59 pm</p> <p>Hybrid: Cause or Effect Paragraph final draft due Tuesday, October 16, 2019 by 11:59 pm.</p> <p>Class: Compare/Contrast Paragraph Hybrid: Discussion Question 5 (due Tuesday, October 16, 2019 by 11:59 pm)</p> <p>Hybrid: Read Chapter 11: Comparison and/or Contrast Hybrid: Begin drafting Compare/Contrast Paragraph</p>	<p>1,2,3,5 a,c</p>
<p>Week 9: October 9</p>	<p><i>English Skills with Readings:</i> Chapter 18, 22, 23 & 24</p>	<p>Verbs</p>	<p>Class: Verbs/ Subject-verb Agreement Hybrid: Verbs Practice Quiz (due on Wednesday, October 22, 2019 by 1:00 pm)</p> <p>Hybrid: Discussion Question 6 (due Tuesday, October 23, 2019 by 11:59 pm)</p> <p>Hybrid: Verbs practice worksheet (due in class completed on Wednesday, October 22, 2019)</p>	<p>1,2,3,4,5 a,c</p>
<p>Week 10: October 16</p>	<p><i>English Skills with Readings:</i> Chapter 17- Writing the Essay</p>	<p>Verbs/ Essay writing</p>	<p>Class: Grammar Test 4- Verbs Class: Essay Writing(Parts of an Essay) Hybrid: Watch video on five paragraph essay</p> <p>Hybrid: Submit Compare/Contrast Paragraph Wednesday, October 24, 2019 by 11:59 pm.</p> <p>Hybrid: Read Chapter 17: Writing the Essay Hybrid: Cause or Effect Essay Assignment. Begin drafting in class. Continue drafting until complete and ready to submit.</p>	<p>1,2,3,4,5 a,c</p>
<p>Week 11:</p>	<p><i>English Skills with Readings:</i> Chapter 34</p>	<p>Commas/ Cause or Effect Essay</p>	<p>Class: Commas Hybrid: Commas Worksheets (due in class Wednesday, November 13)</p>	<p>1,2,3 a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
October 23			<p>completed) Bb: Discussion Question 7 (due Tuesday, November 6, 2019 by 11:59 pm) Hybrid: Commas Practice Quiz (due November 12, 2019 by 1:00 pm) Class: Peer Review: Bring Cause or Effect Essay Rough draft to class Wednesday, November 5, 2019</p>	
<p>Week 12: October 30</p>	<p><i>English Skills with Readings:</i> Chapter 34</p>	<p>Commas/ Cause or Effect Essay</p>	<p>Class: Comma Review/Practice Class: Cause or Effect Activity Why the chicken crossed the road? / The effects of the chicken crossing the road. Class: Review for Commas Test Class: Peer Review-Bring Cause/Effect essay to class.</p> <p>Hybrid: complete Discussion Question 8 due Tuesday, November 13, 2019 by 11:59 pm. Hybrid: Discussion Question 9 due Tuesday, November 13, 2019 by 11:59 pm.</p>	<p>1,2,3 a,c</p>
<p>Week 13: November 6</p>	<p><i>English Skills with Readings:</i> Chapter 34 & 35</p>	<p>Commas/ semicolons/ Cause or Effect Essay/ Exemplification Essay</p>	<p>Class: Grammar Test 5-Commas Class: Semi-colons/Colons Hybrid: Semi-colons/ Colons Worksheet (due in class Wednesday, November 19, 2019 by 1:00 am completed) Class: Writing the Exemplification Essay Class: Final Exam essay topics (Exemplification Essay Outline due Tuesday, November 27, 2019 by 11:59 pm) Hybrid: Cause or Effect essay (due Tuesday, November 20, 2019 by 11:59 pm) Hybrid: Exemplification Essay Outline due Tuesday, November 27, 2019 by 11:59 pm Hybrid: Discussion Question 10- Reflection (due November 27, 2019 by</p>	<p>1,2,3 a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			11:59 pm)	
Week 14: November 13	<i>English Skills with Readings:</i> Chapter 1-7	Writing Process: Revision and Proofreading	Class: Make-up Day (Writing Assignment Only) These will be revised in the computer lab during class time. Final Review Hybrid: Prepare for final exam using study guide and create outline for the final exam essay Class: Final Exam tutoring appointments: November 26-29	1,2,3 a,c
Week 15: November 20	<i>English Skills with Readings:</i> Chapter 1-7	Writing Process: Revision and Proofreading	Class: Make-up Day (Writing Assignment Only) These will be revised in the computer lab during class time. Final Review Hybrid: Prepare for final exam using study guide and create outline for the final exam essay Class: Final Exam tutoring appointments: November 26-29	3 a,c
November 27-29	Thanksgiving Holidays	Thanksgiving Holidays	No assignments due during this time.	
Semester Ends December 2 Final Exam Week December 3 & 4			Final Exam: Grammar and Essay Grammar/ Essay	3 a,c

Note: Discussion questions are due on Tuesday nights. Students have one week to complete.

Deadlines are on various dates, but listed in the course calendar.

COURSE COMPETENCY AREAS

1. Analysis of Writing
2. Applied Grammar and Writing Skills
3. Editing and Proofreading
4. Research Skills
5. Oral Communication Skills

GENERAL EDUCATION CORE 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