



ENGL 1010 Fundamentals of English I

COURSE SYLLABUS

Hybrid: 60/40

Spring Semester 2019 (201914)

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

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

Class Meets: Monday 1:00-2:40 p.m. (60% face-to-face and 40% Hybrid)

Course Reference Number (CRN): 40046

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: 478.289.2263

Tutoring Hours: Monday and Wednesday-9:00-11:00 a.m., and Tuesday and Thursday-1:00-3:00 p.m.

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

1. Students are required to complete all assignments on the lesson plan by their due dates to exit the class. Students are also required to complete any extra assignments assigned by the instructor.
2. Students are expected to bring all materials and their books to class. Failure to do so could lead to a zero for any quizzes given. Books will not be shared.
3. All writing assignments must be in APA format, typed in Microsoft Word, and submitted in Blackboard assignment box on the due date. Late assignments will not be accepted, including assignments not typed in Microsoft Word that will not open or emailed.

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.

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.

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 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:hthomas@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

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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.

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 test within one week of missing it due to absence.** If the student does not make up the test within the one week period, 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 and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 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).

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
Spring Semester 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 1: January 7</p>	<p><i>English Skills with Readings:</i> Chapter 1 and 2</p>	<p>Parts of Speech/ Writing Process</p>	<p>Class: Syllabus/ Classroom Expectations and Procedures/ Youtube: Kid President-Pep Talk Video Class: Parts of Speech (Take notes) Hybrid: Discussion Question 1 (due Tuesday, January 15, 2019 at 11:59 p.m.) Hybrid: Read syllabus thoroughly and quiz Hybrid: Syllabus Quiz (due Tuesday, January 15, 2019, 11:59 p.m.) Hybrid: Read chapters 1-4 in Langan's <i>English Skills with Readings</i> Hybrid: Read Chapter 8: Exemplification in Langan's <i>English Skills with Readings</i></p>	<p>1,2,3,5 a,c</p> <p>Note: Discussion questions should total 200 words. The initial response to the question should be 100 words and the replies to 2 other students should be 50 words each.</p>
<p>Week 2: January 14</p>	<p><i>English Skills with Readings:</i> Chapter 1-4 & 8</p>	<p>Writing Paragraphs/ Grammar/ Parts of Speech/ Avoiding run-ons</p>	<p>Class: Parts of Speech Cont'd/ Sentences PowerPoint Class: Writing an effective paragraph Lecture- Student should take notes. Class: Exemplification paragraph topics. Class: Begin prewriting. Continue prewrite and drafting for homework. Hybrid: Continue drafting exemplification paragraph (rough draft) due in class on January 28, 2019. Please bring a typed copy of the exemplification rough draft. Hybrid: Parts of Speech worksheet (due in class on Monday, January 28, 2019 completed) Hybrid: Read chapter 5 & 6 in Langan's <i>English Skills with Readings</i></p>	<p>1,2,3,5 a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
January 21	Student Holiday	MLK Day!!!		
Week 3: January 28	<i>English Skills with Readings:</i> Chapters 5 & 6	Drafting/ Parts of Speech/Sentences	<p>Class: Sentences Cont'd/ Fragments and Run-ons</p> <p>Class: Practice identifying run-on sentences: fused and comma splices.</p> <p>Class: Exemplification Paragraph (workshop). Please bring to class a typed copy of the exemplification paragraph (rough draft).</p> <p>Hybrid Reminder: Continue to proofread and revise the draft of the exemplification paragraph. The final draft is due Tuesday, February 5, 2019 by 11:59 p.m.</p>	1,2,3,5 a,c
Week 4: February 4	<i>English Skills with Readings:</i> Chapter 3 and 4	Exemplification Paragraph and the Writing Process/ American Psychological Association (APA) Format/APA Library Project	<p>Class: Parts of Speech & Sentence Quiz</p> <p>Class: American Psychological Association (APA) format (Lecture and model)</p> <p>Hybrid: Revise exemplification paragraph rough draft into the final draft and submit. (Final draft due Tuesday, February 5, 2019 by 11:59 p.m.). Please submit to the drop box for the exemplification paragraph found in the Writing Assignments folder.</p> <p>Hybrid: Library Project: due in week 8 on Tuesday, March 5, 2019 by 11:59 p.m.</p>	1,2,3,4,5 a,b,c
Week 5: February 11	<i>English Skills with Readings:</i> Chapters 10 & 32	Exemplification Paragraph/ Test Parts of Speech & Sentences	<p>Class: Grammar Test 1</p> <p>Class: Cause or Effect Paragraph Assignment</p> <p>Hybrid: Discussion Question 2 (due Tuesday, February 19, 2019 by 11:59 p.m.).</p> <p>Hybrid: Brainstorming Activity (due Tuesday, February 19, 2019 by 11:59 p.m. Watch the video in week 5 on the cause/effect paragraph to help you complete the activity.</p>	Note: For the cause or effect paragraph, you are writing a cause OR effect paragraph on the topic. You do not have to write

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p>Hybrid: Draft cause or effect paragraph. Rough draft due in class Monday, February 25, 2019.</p> <p>Hybrid: Read chapters 10 & 32 in Langan's <i>English Skills with Readings</i></p>	a paragraph that includes both.
<p>Week 6:</p> <p>February 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: Singular/Plural Class: Noun PowerPoint (Possession)</p> <p>Hybrid: Noun Worksheet (Singular/Plural) (due in class Monday, February 25, 2019 completed).</p> <p>Hybrid: Noun (Possession) Worksheet (due in class Monday, February 25, 2019. Complete by 2:30 p.m.).</p> <p>Hybrid: Nouns Practice Quiz (due in class Monday, February 25, 2019. Complete by 2:30 p.m.).</p> <p>Hybrid: Discussion Question 3 (due Tuesday, February 26, 2019 by 11:59 p.m.).</p> <p>Hybrid Reminder: Cause or effect paragraph rough draft due in class February 25, 2019. Please bring to class a typed copy of the cause or effect paragraph (rough draft).</p>	<p>1,2,3,4,5 a,c</p>
<p>Week 7:</p> <p>February 25</p>	<p>Nouns & Pronouns</p> <p><i>English Skills with Readings:</i> Chapter 11, 25, & 26</p>	<p>Nouns/Pronouns/ Cause or Effect paragraph</p>	<p>Class: Grammar Test 2-Nouns (Singular/Plural/Possession) Class: Pronoun & Pronoun Antecedent ppt.</p> <p>Hybrid: Continue revising and proofreading cause or effect paragraph.</p> <p>Hybrid: Pronoun Practice Quiz (due</p>	<p>1,2,3,5 a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p>in class Monday, March 4, 2019 by 2:30 p.m.).</p> <p>Hybrid: Pronoun Worksheet (due in class Monday, March 4, 2019 by 2:30 p.m.).</p> <p>Hybrid: Discussion Question 4 (due Tuesday, March 5, 2019 by 11:59 pm).</p> <p>Hybrid: Read Chapter 11: Comparison and/or Contrast</p> <p>Hybrid Reminder: Library Project- due in week 8 on Tuesday, March 5, 2019 by 11:59 p.m. Please submit to the drop box for the library project found in the Writing Assignments folder.</p> <p>Hybrid Reminder: Continue to proofread and revise the draft of the cause or effect paragraph The final draft is due Tuesday, March 5, 2019 by 11:59 p.m.</p>	
<p>Week 8: March 4</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 Class: Compare/Contrast Paragraph</p> <p>Hybrid: Library Project- due in week 8 on Tuesday, March 5, 2019 by 11:59 p.m.</p> <p>Hybrid: Cause or Effect Paragraph (final draft) due Tuesday, March 5, 2019 by 11:59 p.m.</p> <p>Hybrid: Discussion Question 5 (due Tuesday, March 12, 2019 by 11:59 p.m.).</p> <p>Hybrid: Begin drafting Compare/Contrast Paragraph</p>	<p>1,2,3,5 a,c</p>
<p>Week 9:</p>	<p><i>English Skills</i></p>	<p>Verbs</p>	<p>Class: Verbs/ Subject-verb Agreement</p>	<p>1,2,3,4,5 a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
March 11	<i>with Readings:</i> Chapters 17, 18, 22, 23 & 24		<p>Hybrid: Verbs Practice Quiz (due on Monday, March 18, 2019 by 2:30 p.m.)</p> <p>Hybrid: Verbs Practice Worksheet (due in class completed on Monday, March 18, 2019 by 2:30 p.m.).</p> <p>Hybrid: Discussion Question 6 (due Tuesday, March 19, 2019 by 11:59 p.m.).</p> <p>Hybrid: Read Chapter 17: Writing the Essay in <i>Langan's English Skills with Readings</i></p>	
Week 10: March 18	<i>English Skills with Readings:</i> Chapters 17	Verbs/ Essay writing	<p>Class: Grammar Test 4- Verbs</p> <p>Class: Essay Writing(Parts of an Essay)</p> <p>Class: Outline a Five-paragraph Essay (Handout)</p> <p>Hybrid: Watch video on five paragraph essay</p> <p>Hybrid: Submit Compare/Contrast Paragraph Wednesday, March 20, 2019 by 11:59 p.m.</p> <p>Hybrid: Cause or Effect Essay Assignment. Bring draft to class. Continue developing the rough draft. Please bring to class a typed copy of the cause or effect essay (rough draft).</p> <p>Hybrid: Read chapter 34 in <i>Langan's English Skills with Readings</i></p>	1,2,3,4,5 a,c
Week 11: March 25	<i>English Skills with Readings:</i> Chapter 34	Commas/ Cause or Effect Essay	<p>Class: Commas</p> <p>Class: Peer Review: Bring Cause or Effect Essay Rough draft to class Monday, April 8, 2019.</p> <p>Hybrid: Commas Worksheets (due in</p>	1,2,3 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p>class Monday, April 8, 2019 completed).</p> <p>Hybrid: Discussion Question 7 (due Tuesday, April 9, 2019 by 11:59 p.m.).</p> <p>Hybrid: Commas Practice Quiz (due April 8, 2019 by 2:30 p.m.).</p>	
April 1-4	Spring Break!!!	Spring Break!!	Spring Break!!	
<p>Week 12:</p> <p>April 8</p>	<p><i>English Skills with Readings:</i> Chapter 34</p>	<p>Commas/ Cause or Effect Essay</p>	<p>Class: Comma Review/Practice Class: Review for Commas Test Class: Peer Review-Bring Cause/Effect essay to class.</p> <p>Hybrid: Cause or Effect essay (due Tuesday, April 9, 2019 by 11:59 p.m.)</p> <p>Hybrid: Complete Discussion Question 8 due Tuesday, April 16, 2019 by 11:59 p.m.</p> <p>Hybrid: Discussion Question 9 due Tuesday, April 16, 2019 by 11:59 p.m.</p>	<p>1,2,3 a,c</p>
<p>Week 13:</p> <p>April 15</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 Class: Writing the Exemplification Essay Class: Final Exam essay topics (Exemplification Essay Outline due Tuesday, April 23, 2019 by 11:59 p.m.). You will submit this outline, but you will also need to bring the outline with you to class to complete the final exam essay.</p> <p>Hybrid: Semi-colons/ Colons Worksheet (due in class Monday, April 22, 2019 by 2:30 p.m. completed).</p>	<p>1,2,3 a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p>Hybrid: Exemplification Essay Outline due Tuesday, April 23, 2019 by 11:59 p.m.</p> <p>Hybrid: Discussion Question 10-Reflection (due April 23, 2019 by 11:59 p.m.)</p>	
<p>Week 14: April 22</p>	<p><i>English Skills with Readings:</i> Chapter 1-7</p>	<p>Writing Process: Revision and Proofreading</p>	<p>Class: Make-up Day (Writing Assignment Only) These will be revised in the computer lab during class time. Final Review</p> <p>Hybrid: Prepare for final exam using study guide and create outline for the final exam essay</p> <p>Class: Final Exam tutoring appointments: April 22-25</p>	<p>1,2,3 a,c</p>
<p>Week 15: April 29</p>	<p><i>English Skills with Readings:</i> Chapter 1-7</p>	<p>Writing Process: Revision and Proofreading</p>	<p>Class: Make-up Day (Writing Assignment Only) These will be revised in the computer lab during class time. Final Review</p> <p>Hybrid: Prepare for final exam using study guide and create outline for the final exam essay</p> <p>Class: Final Exam tutoring appointments: April 22-25</p>	<p>3 a,c</p>
<p>Last day of class: April 30 Final Exam Days May 1 & 2</p>			<p>Final Exam: Grammar and Essay Grammar/ Essay</p>	<p>3 a,c</p>

Note: Discussion questions are due on Tuesday nights. Students have one week to complete all discussion questions. Practice quizzes are normally due on test dates and used as a resource for review prior to testing.

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