



## ENGL 1010 Fundamentals of English I

### COURSE SYLLABUS

Hybrid: 60/40

Spring Semester 2018

#### COURSE INFORMATION

Semester: Spring 201814

Course Title: Fundamentals of English I

Course Number: ENGL 1010

Credit Hours/Minutes: 3/2250

Class Location: Building 2, Room 2131, Swainsboro Campus

Class Meets: Monday 2:30 pm until 4 pm (60% face-to-face and 40% Hybrid)

Course Reference Number (CRN): 40111

Preferred Method of Contact: [Laquanda Thomas](mailto:Laquanda.Thomas@southeasterntech.edu) [ltomas@southeasterntech.edu](mailto:ltomas@southeasterntech.edu)

#### INSTRUCTOR CONTACT INFORMATION

Instructor Name: Laquanda Thomas

Office Location: 2132, Building 2- Swainsboro

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

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

Phone: 478.289.2219

Fax Number: 478.289.2263

Tutoring Hours (if applicable): 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*. 9<sup>th</sup> ed. New York, NY: McGraw-Hill.

#### REQUIRED SUPPLIES & SOFTWARE

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.

## **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.**

## **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.

### **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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, 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 \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126.

### **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" (Withdrawn) 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 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.

## **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:

<b>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</b>	<b>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 Email: <a href="mailto:hthomas@southeasterntech.edu">Helen Thomas</a> <a href="mailto:hthomas@southeasterntech.edu">hthomas@southeasterntech.edu</a>	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 138B Phone: 912-538-3147 Email: <a href="mailto:bwilcox@southeasterntech.edu">Blythe Wilcox</a> <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

### ACCESSIBILITY STATEMENT

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

### GRIEVANCE PROCEDURES

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

### ACCESS TO TECHNOLOGY

Students can now access Blackboard, Remote Lab Access, Student Email, Library Databases (Galileo), and BannerWeb via the mySTC portal or by clicking the Current Students link on the [Southeastern Technical College'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	10%
Discussion	10%
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 2018 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 1</b>  January 8	<i>English Skills with Readings:</i> Chapter 1 and 2	Parts of Speech/ Writing Process	<b>Class:</b> Syllabus/ Information and Policies Packet/ Classroom Expectations and Procedure/ <b>Youtube:</b> Kid President-Pep Talk Video Parts of Speech: Take notes in class <b>Hybrid:</b> Discussion Question 1 ( <b>due Tuesday, January 16 by 11:59 pm</b> ) <b>Hybrid:</b> Read syllabus thoroughly and quiz <b>Hybrid:</b> Syllabus Quiz ( <b>due Tuesday, January 16 by 11:59 pm</b> ) <b>Hybrid:</b> Read chapter 1: An Introduction to Writing <b>Hybrid:</b> Read chapter 2: The Four Bases and the Writing Process	1,2,3,5 a,c
<b>January 15</b>	Holiday	No Class Meeting	No Assignments Due	
<b>Week 2</b>  January 22	<i>English Skills with Readings:</i> Chapter 1	Writing Paragraphs/ Grammar/ Parts of Speech/ Avoiding run-ons	<b>Class:</b> Parts of Speech Cont'd Sentences PowerPoint <b>Class:</b> Writing an effective paragraph Lecture- Student should take notes. <b>Hybrid:</b> Parts of Speech worksheet ( <b>due in class on Monday, January 29, 2018 completed</b> ) <b>Hybrid:</b> Grammar Bytes: Fragments and Run-ons. Print handout, complete, and bring to class on <b>Monday, January 29, 2018</b> <b>Hybrid:</b> Activity: Complete outline on pg. 5 of textbook ( <b>due in class on Monday, January 29, 2018</b> ).	1,2,3,5 a,c
<b>Week 3</b>  January 29	<i>English Skills with Readings:</i> Chapter 2 & 8	Drafting/ Parts of Speech/Sentences	<b>Class:</b> Sentences Cont'd/ Fragments and Run-ons <b>Practice:</b> Run-on Sentence/Comma Splice Practice(Grammar Bytes link) <b>Class:</b> Exemplification Paragraph <b>Class:</b> Work on drafting exemplification paragraph in class. <b>Class/Hybrid-</b> exemplification paragraph topics: Begin prewriting.	1,2,3,5 a,c

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			Continue prewrite and drafting for homework. <b>Hybrid:</b> Write <b>exemplification paragraph</b> (rough draft) <b>due in class on February 5, 2018</b> <b>Hybrid:</b> Read chapter 2 & chapter 8 of <i>English Skills with Readings</i> textbook.	
<b>Week 4</b>  <b>February 5</b>	<i>English Skills with Readings</i> Chapter 3 and 4	Exemplification Paragraph/Drafting/ APA Format/APA Library Project	<b>Class:</b> Parts of Speech & Sentence Quiz <b>Class:</b> Exemplification Paragraph (rough draft) <b>due in class.</b> <b>Class:</b> Peer Review-Exemplification paragraph RD <b>Class:</b> Writers Workshop: Students use peer review in class and feedback to write final drafts. <b>Class:</b> APA format (Lecture and model) <b>Hybrid:</b> Revise exemplification paragraph rough draft. ( <b>Final draft due Tuesday, September 19, 2017</b> ) <b>Hybrid:</b> Library Project: <b>due in week 8</b>	1,2,3,4,5 a,b,c
<b>Week 5</b>  <b>February 12</b>	<i>English Skills with Readings:</i> Chapter 8	Exemplification Paragraph/ Test Parts of Speech & Sentences	<b>Class:</b> Grammar Test 1 <b>Hybrid:</b> Exemplification Paragraph: Submit final drafts in <b>week 5</b> . Submit in <b>Blackboard</b> in the <b>Writing Assignment</b> folder <b>Tuesday, September 19, 2017 by 11:59 pm</b> <b>Hybrid:</b> Discussion Question 2 ( <b>due Tuesday, September 26, 2017 by 11:59 pm</b> )	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p><b>Week 6</b></p> <p><b>February 19</b></p>	<p><i>English Skills with Readings:</i> Chapter 10 &amp; Chapter 32</p>	<p>Nouns/Writing Process/Cause or Effect paragraph</p>	<p><b>Class:</b> Noun PowerPoint: Sing./Plural <b>Hybrid :</b> Noun (Singular/Plural)Worksheet (<b>due in class Monday, October 2, 2017 completed</b>) <b>Hybrid:</b> Nouns Practice Quiz (<b>due Monday, October 2, 2017 by 11:00 am</b>) <b>Class:</b> Noun PowerPoint (Possession) <b>Class:</b> Cause or Effect Paragraph-begin prewrite activity <b>Hybrid:</b> Discussion Question 3 (<b>due Tuesday, October 3, 2017 by 11:59 pm</b>) <b>Hybrid:</b> Brainstorming activity (<b>due Wednesday, October 4, 2017 by 11:59 pm.</b>) <b>Hybrid:</b> Cause or Effect Paragraph Assignment. Rough draft <b>due in class Monday, October 2, 2017</b> <b>Hybrid:</b> Read Chapter 10: Cause or Effect Paragraph <b>Hybrid:</b> Noun (Possession) Worksheet (<b>due in class Monday, October 2, 2017 completed</b>)</p>	<p>1,2,3,4,5 a,c</p>
<p><b>Week 7</b></p> <p><b>February 26</b></p>	<p>Nouns &amp; Pronouns</p> <p><i>English Skills with Readings:</i> Chapter 25 &amp; 26</p>	<p>Nouns/Pronouns/Cause or Effect paragraph</p>	<p><b>Class:</b> Grammar Test 2-Nouns (Singular/Plural/Possession) <b>Class:</b> Peer Review: Cause or Effect Paragraph Assignment (RD) due in class. <b>Class:</b> Pronouns &amp; Pronoun Antecedent ppt. <b>Hybrid:</b> Pronoun Worksheet (<b>due in class Monday, October 9, 2017</b>) <b>Hybrid:</b> Pronoun Practice Quiz <b>due Monday, March 6, 2017 by 2:30 pm.</b></p>	<p>1,2,3,5 a,c</p>



Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p><b>Week 8</b> <b>March 5</b></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><b>Class:</b> Grammar Test 3: Pronouns <b>Hybrid:</b> Cause or Effect Paragraph final draft due <b>Tuesday, October 17, 2017 by 11:59 pm.</b> <b>Hybrid:</b> Library Project-due <b>Tuesday, October 10, 2017 by 11:59 pm</b> <b>Class:</b> Compare/Contrast Paragraph <b>Hybrid:</b> Discussion Question 5 (due <b>Tuesday, October 17, 2017 by 11:59 pm</b>) <b>Hybrid:</b> Read Chapter 11: Comparison and/or Contrast <b>Hybrid:</b> Begin drafting Compare/Contrast Paragraph</p>	<p>1,2,3,5 a,c</p>
<p><b>Week 9</b> <b>March 12</b></p>	<p><i>English Skills with Readings:</i> Chapter 18, 22, 23 &amp; 24</p>	<p>Verbs</p>	<p><b>Class:</b> Verbs/ Subject-verb Agreement <b>Hybrid:</b> Verbs Practice Quiz (due on <b>Monday, October 23, 2017 by 11:00 am</b>) <b>Hybrid:</b> Discussion Question 6 (due <b>Tuesday, October 24, 2017 by 11:59 pm</b>) <b>Hybrid:</b> Verbs practice worksheet (due in class completed on <b>Monday, October 23, 2017</b>)</p>	<p>1,2,3,4,5 a,c</p>
<p><b>Week 10</b> <b>March 19</b></p>	<p><i>English Skills with Readings:</i> Chapter 17- Writing the Essay</p>	<p>Verbs/ Essay writing</p>	<p><b>Class:</b> Grammar Test 4- Verbs <b>Class:</b> Essay Writing(Parts of an Essay) <b>Hybrid:</b> Submit Compare/Contrast Paragraph <b>Wednesday, October 25, 2017 by 11:59 pm.</b> <b>Hybrid:</b> Read Chapter 17: Writing the Essay <b>Hybrid:</b> 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><b>Week 11</b> <b>March 26</b></p>	<p><i>English Skills with Readings:</i> Chapter 34</p>	<p>Commas/ Cause or Effect Essay</p>	<p><b>Class:</b> Commas <b>Hybrid:</b> Commas Worksheets (due in class <b>Monday, November 13 completed</b>) <b>Bb:</b> Discussion Question 7 (due <b>Tuesday, November 7, 2017 by 11:59 pm</b>)</p>	<p>1,2,3 a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p><b>Hybrid:</b> Commas Practice Quiz (<b>due November 13, 2017 by 11:00 am</b>)  <b>Class:</b> Peer Review: Bring Cause or Effect Essay Rough draft to class  <b>Monday, November 6, 2017</b></p>	
<p><b>Week 12</b>  <b>April 2</b></p>	<p><i>English Skills with Readings:</i> Chapter 34</p>	<p>Commas/ Cause or Effect Essay</p>	<p><b>Class:</b> Comma Review/Practice  <b>Class:</b> Cause or Effect Activity  Why the chicken crossed the road? /  The effects of the chicken crossing the road.  <b>Class:</b> Review for Commas Test  <b>Class:</b> Peer Review-Bring Cause/Effect essay to class.</p> <p><b>Hybrid:</b> Watch video on five paragraph essay  <b>Hybrid:</b> complete Discussion Question 8 due <b>Tuesday, November 14, 2017 by 11:59 pm.</b>  <b>Hybrid:</b> Discussion Question 9 due <b>Tuesday, November 14, 2017 by 11:59 pm.</b></p>	<p>1,2,3 a,c</p>
<p><b>Week 13</b>  <b>April 9</b></p>	<p><i>English Skills with Readings:</i> Chapter 34 &amp; 35</p>	<p>Commas/ semicolons/ Cause or Effect Essay/ Exemplification Essay</p>	<p><b>Class:</b> Grammar Test 5-Commas  <b>Class:</b> Semi-colons/Colons  <b>Hybrid:</b> Semi-colons/ Colons Worksheet (<b>due in class Monday, November 20, 2017 by 11:00 am completed</b>)  <b>Class:</b> Writing the Exemplification Essay  <b>Class:</b> Final Exam essay topics (<b>Exemplification Essay Outline due Tuesday, November 28, 2017 by 11:59 pm</b>)  <b>Hybrid:</b> Cause or Effect essay (<b>due Tuesday, November 21, 2017 by 11:59 pm</b>)  <b>Hybrid:</b> Exemplification Essay Outline due <b>Tuesday, November 28, 2017 by 11:59 pm</b>  <b>Hybrid:</b> Discussion Question 10- Reflection (<b>due November 28, 2017 by 11:59 pm</b>)</p>	<p>1,2,3 a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<b>Week 14</b> <b>April 16</b>	<i>English Skills with Readings:</i> Chapter 1-7	Writing Process: Revision and Proofreading	<b>Class:</b> Make-up Day (Writing Assignment Only) These will be revised in the computer lab during class time. Final Review  <b>Class:</b> Final Exam tutoring appointments: November 27-30	1,2,3 a,c
<b>Week 15</b> <b>April 23</b>	<i>English Skills with Readings:</i> Chapter 1-7	Writing Process: Revision and Proofreading	<b>Class:</b> Make-up Day (Writing Assignment Only) These will be revised in the computer lab during class time. Final Review  <b>Class:</b> Final Exam tutoring appointments: November 27-30	3 a,c
<b>Final Exam Week</b> <b>April 30</b>  <b>May 2 &amp; 3</b>			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