



ENGL 1101
Composition and Rhetoric
COURSE SYLLABUS
Online
Spring 2017
1/9/2017 - 2/28/2017
7.5 weeks

Semester: Spring 2016
Course Title: Fundamentals of English
Course Number: ENG 1101
Credit Hours/ Minutes: 3/2250
Class Location: GVTC/Blackboard
Class Meets: Via Internet / 7.5 weeks
CRN: #40134
Preferred Method of Contact: Email

Instructor: P. Frost
Office Hours: By appointment
Office Location: Main Building, Room 407
Email Address: pfrost@southeasterntech.edu
Phone: 912.538.3163
Fax Number:
Tutoring Hours: By appointment or email

REQUIRED TEXT: Reid, S. (2014). *The Prentice Hall guide for college writers, 11th edition.* Upper Saddle River, NJ: Pearson Prentice Hall; Mish, F. (Ed.). (2011).

REQUIRED SUPPLIES & SOFTWARE: Jump drive, access to Internet, and access STC's Information Delivery System (IDS). Students are required to use Microsoft Applications for this class, specifically Microsoft Word.

***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: Explores the analysis of literature and articles about issues in the humanities and in society. Students practice various modes of writing, ranging from exposition to argumentation and persuasion. The course includes a review of standard grammatical and stylistic usage in proofreading and editing. An introduction to library resources lays the foundation for research. Topics include: writing analysis and practice; revision; and research. Students write research papers using library resources and using a formatting and documentation style appropriate to the purpose and audience.

MAJOR COURSE COMPETENCIES: Topics include: writing analysis and practice, revision, and research.

PREREQUISITE(S): Appropriate degree-level writing (English) placement test score and

appropriate degree-level reading placement test score

COURSE OUTLINE:

1. Writing Analysis and Practice;
2. Revision;
3. Research

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 (Online): Weeks begin on Mondays and work is due the following Monday by midnight.

Assignments must be completed by the assigned dates or per the instructor. Students are required to submit all assignments in APA Style via the digital drop boxes for each assignment. Students are responsible for policies and procedures included in the STC E-Catalog. Students are responsible for checking e-mails and Blackboard announcements daily. Students should be and become familiar with all tabs in gray on left in Blackboard.

Students will have one week to complete assignments and two days (usually) to complete tests. All assignments are due by midnight on the following Monday of each week. For example, Week 3's assignments should be submitted by Monday at midnight of Week 4. Exceptions will be made at the discretion of the instructor

REMEMBER:

- **Submit all assignments in a Word document.**
- **Always use APA formatting (including headings).**
- **Do not plagiarize. All assignments should be completed in your own words.**
- **Submit all assignments as attachments through the provided digital drop box. (Assignments submitted in text box will receive a 0.)**
- **Do not submit any written assignment in text-like format. Use standard forms of writing.**
- **It is a good idea to save all your assignments on a jump drive or the student R-drive.**
- **Assignments are "by week" on lesson plans but not on Blackboard. Use the left gray area to find what needs to be completed during a given week.**
- **Print syllabus and Lesson Plans.**

DISCUSSION BOARDS: For DBs, students should submit a grammatically correct 100-word post plus two response posts of at least 50 words apiece in order to receive full credit.

Additionally, all online students are required to attend either the Vidalia campus or the Swainsboro campus at an assigned time for a proctored event. Please see **PROCTORED EVENT REQUIREMENT** below for details.

ONLINE ATTENDANCE PROCEDURE: 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.

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

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

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 Proctoring Event area. The completed form should be submitted to the course instructor a minimum of two weeks prior to the proctored event. If approved, the instructor will notify the proctor.

Students arranging off-campus proctoring must take the event on one of the originally scheduled days.

Students who do not complete the proctored event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved, 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 scheduled on the following dates and times: Vidalia Campus, Mon., Feb 27th 3:00-5:00, Main Bldg., Room 405 and Swainsboro Campus, Mon., Feb 27th 1:30-3:30, Room tba.

MAKEUP GUIDELINES (Tests, quizzes, homework, projects, etc...): (Tests, quizzes, homework, projects, etc...): *Assignments* are due by Mondays at midnight of the following week. *Tests* are made available during week assigned. Exact dates and times will be put in Announcements and delivered through email. . Assignments must be completed by the assigned dates or per the instructor. **Extra credit work to increase a grade will not be given.** If a student misses a test during a week, a grade of zero will be assigned. Only students with extenuating circumstances (who contact the instructor during the week of the test regarding their absence) will be allowed to take a makeup test, which will replace the zero. Extenuating circumstances are determined at the instructor's discretion. Unless otherwise scheduled with the instructor, it is expected that the test will be taken as soon as possible. Failure to follow this procedure will result in a grade of zero.

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.

Academic dishonesty includes the following:

Collusion (obtaining help from someone else with your writing except during peer review) and **other forms of cheating**, such as cheating on tests or quizzes, will result in a zero on the assignment.

Plagiarism will result in a grade of “0” for the assignment—no exceptions. You've committed plagiarism if you've done one of the following in preparing an essay, report, or assignment:

- Used five or more consecutive words written by another person without putting quotes around the words
- Used several consecutive sentences written by another person, changing the words only slightly to keep it from being an exact quote
- Created a "mosaic" of other people's words, sentences, and paragraphs from a variety of sources
- Used someone else's ideas without citing that person as the original thinker
- Turned in a paper written in part or in whole by someone else

Plagiarism is the most serious form of academic dishonesty and can result in expulsion from a college or university.

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).

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer	Title VI - Title IX (Employees) - EEOC Officer
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 st Street, Vidalia Office 108 Phone: 912-538-3126 hthomas@southeasterntech.edu	Blythe Wilcox, Director of Human Resources Vidalia Campus 3001 East 1 st Street, Vidalia Office 138B Phone: 912-538-3147 bwilcox@southeasterntech.edu

GRIEVANCE PROCEDURES: Grievance procedures can be found in the Catalog and Handbook 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 <http://www.southeasterntech.edu>.

GRADING POLICY

Writings	40%
Tests/Vocab	15%
Quizzes//DB/Other	10%
Grammar Final	10%
*Essay Final	20%

(*Proctored Event is required to pass.)

GRADING SCALE

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

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.*

**** Instructor reserves the right to modify plans as she deems necessary.**

One of the best pieces of advice I can give you is to read, print, and follow the syllabus and lesson plans.

**English 1101
ONLINE
Spring 2017
Weeks are Monday to Monday**

Date	Chapter / Lesson	Content	Assignments Tests	*Competency Area
Weeks begin on Mondays.			Work is assigned on Mondays and due the following Monday by midnight. Please read thoroughly and print the syllabus and lesson plans.	**Gen. Ed. Competency

<p>Week 1 Jan 9- Jan 16</p> <p>Plan for Proctored Event. You must attend one of the two dates to be eligible to receive credit for the class.</p> <p>PROCTORED EVENT</p> <p>Mon., Feb 27 Vidalia Campus 3:00-5:00 Room 405</p> <p>or</p> <p>Swainsboro Campus 1:30-3:30 Room 2102</p>	<p>Ch. 12</p> <p>Grammar</p>	<p>Introduction to Course</p> <p>Syllabus</p> <p>Lesson Plans</p> <p>STC Policies</p> <p>Blackboard Workshop</p> <p>Proctored Even info</p> <p>Student Introductions</p> <p>MyLab</p> <p>Vocab List 1</p> <p>Rubrics</p>	<p>Attend one of the BLACKBOARD sessions for Spring.</p> <p>Vidalia Campus Sessions:</p> <ul style="list-style-type: none"> • Tuesday, August 16, 2016 at 12:00 Noon, Gillis Building Lab 809 • Tuesday, August 23, 2016 at 12:00 Noon, Gillis Building Lab 809 <p>Swainsboro Campus Sessions:</p> <ul style="list-style-type: none"> • Wednesday, August 17, 2016 at 12:00 Noon, Building 8:The Larry Butch Parrish Technology Center, Math Lab 6218 • Monday, August 22, 2016 at 5:00 p.m., Building 8: The Larry Butch Parrish Technology Center, Math Lab 6218 <p><u>Blackboard Assignments for this week are due Monday 1/16 at midnight.</u></p> <ul style="list-style-type: none"> • Read all documents under Getting Started/Start Here Items and complete STC Pledge Acknowledgment and Student Introduction to maintain your seat in class. • Complete MyLab set-up. This is your online textbook. Read all Mylab Links in BB for instructions. • Bookmark and read Chapter 12 in textbook—Researching. • Read Rubrics folder in BB. (Attach appropriate rubric to assigned writing upon submission.) • . • Check email and announcements for updates. • Print and read thoroughly Syllabus and Lesson Plans. Become familiar with tabs on Facebook. Take Quiz on Orientation to ENGL 1101 found under Syllabus, Lesson Plans, etc., • Complete Vocabulary List 1 chart (Vocabulary Study in BB) to prepare for Vocab quiz next week. • Read/study Grammar Section 1 (pages 488-497) in textbook. • Read and study thoroughly Section 1 Grammar Study folder in BB. (Grammar Lessons) in preparation for Grammar 	<p>*1, 2, 3 a, c, d</p>
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			Test 1.	
<p>Week 2 Jan 16-Jan 23 PROCTORED EVENT Mon., Feb 27 Vidalia Campus 3:00-5:00 Room 405</p> <p>or</p> <p>Swainsboro Campus 1:30-3:30 Room 2102</p>	<p>Ch. 1</p> <p>Grammar 1</p> <p>Vocabulary 1-2</p> <p>Chapter 6</p>	<p>Annotation</p> <p>Writing Myths and Rituals</p> <p>Vocab List 1</p> <p>Readings</p> <p>Grammar Section 1</p> <p>Investigating</p> <p>MyLab Pathbuilder</p>	<p>Blackboard assignments for this week are due by Monday 1/23 at midnight.</p> <ul style="list-style-type: none"> • Read Annotating Folder and (Readings/Annotating) especially the Adler essay and take quiz (Reading Quizzes). • Read “The Struggle for an Education” (Readings) and take quiz (Reading Quizzes). • Complete MyLab Pathbuilder. Then, work on grammar exercises in Understanding Basic Grammar Module. • Bookmark and read Chapter 6 (pages 139-143; 149-177) in textbook. – Investigating • Read the first three links in <i>Essays</i> folder- Next, read “The Investigative Essay” folder. Submit Investigative essay topic to instructor via email. The sooner you do this, the sooner you can get your topic approved. • Complete Vocabulary List 2 chart (Vocabulary Study in BB) to prepare for Vocab quiz next week. • Take Vocabulary Exam List 1 	<p>*1, a, c</p>

			<p>(Vocabulary Study).</p> <ul style="list-style-type: none"> Take Grammar Test 1. <p><i>You must have MyLab account by today or you will be withdrawn.</i></p>	
<p>Week 3 Jan 23-Jan 30</p> <p>PROCTORED EVENT Mon., Feb 27 Vidalia Campus 3:00-5:00 Room 405 or Swainsboro Campus 1:30-3:30 Room 2102</p>	<p>Ch. 6</p> <p>Ch. 12</p> <p>Ch. 13</p>	<p>Chapter 13 in text.</p> <p>Grammar 2</p> <p>Research</p> <p>Vocab List 2</p> <p>APA</p>	<p>Blackboard assignments for this week are due by Monday 1/30 at midnight.</p> <ul style="list-style-type: none"> Bookmark and read Chapter 13 in textbook—Researched Writing. Read and bookmark pages 451-457 in textbook. (APA help) Read all documents in <i>Research</i> folder. View the power point at least two times. Send draft of essay to your MyLab tutor for feedback. Read and Study Grammar Section 2 in textbook for test next week and BB and work on corresponding <i>MyLab</i> exercises. Complete grammar exercises that correspond with Section 2. Investigative Essay due Jan 30th at midnight. Check email and announcements for updates. Take Vocabulary Test List 2. 	<p>*1,2,3 a,c,</p>
<p>Week 4 Jan 30-Feb 6 (Midterm Feb 2)</p> <p>PROCTORED EVENT Mon., Feb 27 Vidalia Campus 3:00-5:00 Room 405 or Swainsboro Campus 1:30-3:30 Room 2102 65% point of</p>	<p>Grammar 2</p> <p>Vocab 3</p> <p>Ch. 12</p>	<p>Rubrics</p> <p>Grammar Exam</p> <p>Arguing</p> <p>Researching/Drafting</p> <p>Types of Sources</p> <p>Editing and Proofreading</p>	<p>Blackboard assignments for this week are due by Monday 2/6 at midnight.</p> <ul style="list-style-type: none"> Read the Discussion Board Rubric (Rubrics folder in BB). Then read “The Pledge of Allegiance” (Readings and assessments folder) and post to forum (Discussion Boards for Readings) by week’s deadline. Read and respond to at least two other posts. Read and bookmark pages 449-463 in textbook. Study/ Read Grammar Section 2 in textbook and in BB and work on corresponding <i>MyLab</i> exercises Read and bookmark pages 557-559 in book. 	<p>*1, 2, 3 **a, c</p>

<p>semester is February 2nd.</p>	<p>Ch. 10</p>	<p>MyLab Section 2</p> <p>Grammar Section 2 Ch. 10 in text</p>	<ul style="list-style-type: none"> • Check email and announcements for updates. • Complete Vocabulary List 3 chart (Vocabulary Study in BB) to prepare for Vocab quiz. • Bookmark and read Chapter 10 in text—Arguing. • Read all documents in The Argumentative Essay (Essay #2) folder. • Take Grammar Test 2. 	
<p>Week 5 Feb 6-Feb 13</p> <p>PROCTORED EVENT Mon., Feb 27 Vidalia Campus 3:00-5:00 Room 405 or Swainsboro Campus 1:30-3:30 Room 2102</p> <p>65% point of semester is February 2nd.</p>	<p>Vocabulary</p> <p>Grammar 3</p> <p>Ch. 12</p> <p>Ch. 13</p>	<p>Readings</p> <p>Discussion Board</p> <p>Research/Drafting</p> <p>Researched Writing</p> <p>Arguing</p> <p>MyLab</p> <p>Grammar Section 3</p>	<p><u>Blackboard assignments for this week are due by Monday 2/13 at midnight.</u></p> <ul style="list-style-type: none"> • Study Vocabulary Words List 3 • Read “Thank you Old People” and post to forum by midnight Wednesday. Respond to at least two other posts by Monday at midnight. • Review your calendar for next week’s work and plan accordingly. • Check email and announcements for updates. • Study/ Read Grammar Section 3 in textbook and in BB and work on corresponding <i>MyLab</i> exercises. • Study/ Read Grammar Section 3 in textbook and in BB and work on corresponding <i>MyLab</i> exercises • Argumentative Essay due by midnight, Monday, February 13th. • Take Grammar Test 3. 	<p>*1, 2, 3, **a</p>

<p>Week 6 Feb 13-Feb 20</p>	<p>Ch. 11</p> <p>Vocabulary</p> <p>Grammar 4</p>	<p>Readings</p> <p>Responding to Literature</p> <p>Discussion Board</p> <p>MyLab</p>	<p>Blackboard assignments for this week are due by Monday 2/20 at midnight.</p> <ul style="list-style-type: none"> • Read and annotate “Letter to America” by Annie Wortham and post to forum in time to respond to at least two other posts. • Read “Never Give Up” and take quiz • Vocabulary List 3 Complete chart to prepare for quiz. • Study/ Read Grammar Section 4 in textbook and in BB and work on corresponding <i>MyLab</i> exercises. • Take Vocabulary Test List 3. • Grammar 4 will be included as part of Grammar/Vocab Final. 	<p>*1, **a</p>
<p>Week 7 Feb 20-Feb 27</p> <p>PROCTORED EVENT PROCTORED EVENT</p> <p>Mon., Feb 27 Vidalia Campus 3:00-5:00 Room 405</p> <p>or</p> <p>Swainsboro Campus 1:30-3:30 Room 2102</p> <p>65% point of semester is</p>	<p>Ch. 10</p> <p>Ch. 11</p> <p>Vocabulary</p> <p>Grammar 4</p> <p>Ch. 3</p>	<p>Arguing</p> <p>Responding to Literature</p> <p>Readings</p> <p>Vocab</p> <p>Grammar</p> <p>Observing and Remembering</p>	<p>Blackboard assignments for this week are due by Monday 2/27 at midnight.</p> <ul style="list-style-type: none"> • Read and annotate Chapter 3- Observing and Remembering- in textbook, and read “The Red Chevy” in text pp. 72-74. Then, take quiz over “The Red Chevy” in Reading Quizzes. • Study/ Read Grammar Section 4 in textbook and in BB and work on corresponding <i>MyLab</i> exercises. • Read all documents in The Memory Paper (Writing Lessons) (Your final essay will be an in-class memory essay- Proctored Event.) • Read “Why I Want a Wife” for another good example of satire. (Readings and Assessments folder) • 	<p>*1, **a</p>

<p>Week 8 Feb 27-Feb 28 PROCTORED EVENT You must attend one of the two campuses to be eligible to receive credit for the class.</p>	<p>Grammar/ Vocabulary</p>	<p>GRAMMAR/VOCAB EXAM:</p> <p>Covers Grammar sections 1-4 and Vocabulary lists 1-3.</p> <p>Proctored Event: Essay Exam: Memory Essay</p>	<p>(Proctored Event)</p> <ul style="list-style-type: none"> • Cumulative Grammar/Vocab Exam <p>(Proctored Event)</p> <ul style="list-style-type: none"> • Final Essay Exam (Memory Essay) <p>*You will be given writing prompt upon arrival.</p>	<p>*1, 2, 3, **a, c</p>
<p>**The instructor reserves the right to modify these lesson plans as she deems necessary.</p>				

***Course Competencies**

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

****General Education Competency Areas**

- 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.