



ENGL 1010: Fundamentals of English

COURSE SYLLABUS

Hybrid: 60/40

Summer Semester 2019

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Swainsboro/ 2131- Building 2

Class Meets: **40% Hybrid/60% F2F**/ Monday & Wednesday- 2:30-3:45

Course Reference Number (CRN): 60058

Preferred Method of Contact: lthomas@southeasterntech.edu or the Contact the Instructor Forum in Blackboard

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: Tuesday and Thursday- 8:00-12:00

Phone: 478.289.2219

Fax Number: N/A

Tutoring Hours (if applicable): Tuesday and Thursdays- 3:00-5:00

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

Jump drive, folder with pockets, loose-leaf paper, binder, pencils, pens, **reliable** internet access, personal e-mail account, and access to 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 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:

- 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.

STUDENT REQUIREMENTS: 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 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 OWL mail 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

7. Pronoun antecedent agreement

CELL PHONE POLICY: As STC policy states, 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 also 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 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:Macy_Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen_Thomas@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:Macy_Gay@southeasterntech.edu), 478-289-2274, Building 1, Room 1208

Vidalia Campus: [Helen Thomas hthomas@southeasterntech.edu](mailto:Helen_Thomas@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, 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 tests/quizzes missed within one week of missing the assignment.** If the student does not make up the test within the one week period, a zero will be given for the test grade 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. 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 and improve the writing assignment for a better grade.

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:

<p>American With Disabilities Act (ADA)/Section 504 - Equity- Title IX (Students) – Office of Civil Rights (OCR) Compliance Officer</p>	<p>Title VI - Title IX (Employees) – Equal Employment Opportunity Commission (EEOC) Officer</p>
<p>Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1st Street, Vidalia Office 108 Phone: 912-538-3126 Email: Helen Thomas hthomas@southeasterntech.edu</p>	<p>Lanie Jonas, Director of Human Resources Vidalia Campus 3001 East 1st Street, Vidalia Office 138B Phone: 912-538-3230 Email: Lanie Jonas ljonas@southeasterntech.edu</p>

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
Writing Assignments	30%
Tests	25%
Assignments (Homework/ Discussion Questions/ Quizzes)	20%
Final Exam Essay	15%
Final Exam Grammar	10%

GRADING SCALE

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

ENGL 1010: Fundamentals of English
Summer Semester 2019 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 1 May 15</p>	<p><i>English Skills with Readings:</i> Chapter 1 & 2</p>	<p>Parts of Speech/ Writing Process</p>	<p>Wednesday Class: Syllabus/ Information and Policies Packet/ Classroom Expectations and Procedure/ YouTube: Kid President: Pep Talk Class: Parts of Speech PowerPoint</p> <p>Hybrid: Syllabus Quiz (due Tuesday, May 21, 2019 (11:59 p.m.)).</p> <p>Hybrid: Discussion Question 1 (Tuesday, May 21, 2019 (11:59 p.m.)).</p> <p>Hybrid: Plagiarism Quiz (due Tuesday, May 21, 2019 (11:59 p.m.)).</p> <p>Hybrid: Complete Blackboard Orientation and Quiz, Pledge Quiz, and Student Introduction (due Tuesday, May 21, 2019 (11:59 p.m.)).</p> <p>Hybrid: Read Chapter 1 : An Introduction to Writing (Actively read and take notes)</p> <p>Hybrid: Read Chapter 2: The Four Bases and the Writing Process</p>	<p>*1,2,3,5 **a,c</p> <p>**Note: Discussion questions are due on Tuesday nights. Students have one week to complete initial post and two replies.</p> <p>** Deadlines are on various dates and listed in the course calendar.</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 2</p> <p>May 20</p> <p>May 22</p>	<p><i>English Skills with Readings:</i> Chapter 1</p>		<p>Monday Class: Parts of Speech Cont'd/ Sentences PowerPoint Class: Writing an Effective Paragraph- Students should take notes.</p> <p>Hybrid: Parts of Speech Worksheet (due May 22, 2019, 2:30 p.m. in class).</p> <hr/> <p>Wednesday Class: Parts of Speech Quiz/ Sentences Cont'd</p> <p>Hybrid: Discussion Question 2 (due Tuesday, May 28, 2019, 11:59 p.m.).</p> <p>Hybrid: Complete Syntax Quiz by Tuesday, May 28, 2019, 11:59 p.m.</p>	<p>*1,2,3,5 **a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 3 May 27 (Holiday)</p> <p>May 29</p>		<p>Sentences/ APA Library Project</p>	<p>Monday: Holiday Practice: Run-on Sentence/Comma Splice Practice(Grammar Bytes link)</p> <p>Hybrid Reminder: Complete Syntax Quiz by Tuesday, May 28, 2019, 11:59 p.m.</p> <hr/> <p>Wednesday Class: Sentences Cont'd/ Fragments and Run-ons Class: Sentence Quiz</p> <p>Hybrid: APA Library Project (due in week 6- June 19, 11:59 p.m. The drop box is located in the Writing Assignments tab).</p>	<p>*1,2,3,5 **a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 4</p> <p>June 3</p> <p>June 5</p>	<p><i>English Skills with Readings: Chapter 2 & 8</i></p>	<p>Drafting/ Exemplification Paragraph/ Parts of Speech/ Sentences</p>	<p>Monday Class: PPT(discussion)/ Exemplification Paragraph Class: Work on drafting exemplification paragraph in class.</p> <p>Hybrid: Exemplification paragraph topics: Begin prewriting Hybrid: Read chapter 2 & chapter 8 Hybrid: Write Exemplification paragraph rough draft. RD due the next class meeting. (Wednesday, June 5, 2019). Bring a rough draft to class.</p> <hr/> <p>Wednesday Class: Peer Review Exemplification paragraph RD Class: Writer’s Workshop: Students use peer review in class and feedback to write final drafts.</p> <p>Hybrid: Submit Exemplification final drafts in week 5. Submit to Exemplification drop box under Writing Assignments folder (due Wednesday, June 12, 2019, 11:59 p.m.).</p> <p>Hybrid: Discussion Question 3 (due Tuesday, June 11, 2019, 11:59 p.m.).</p>	<p>1,2,3,4,5, **a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 5</p> <p>June 10</p> <p>June 12</p>	<p><i>English Skills with Readings:</i> Chapter 8 & 10</p>	<p>Exemplification Paragraph/ Test Sentences and Parts of Speech/ Nouns</p>	<p>Monday Class: Grammar Test 1</p> <p>Hybrid: Continue to work on completing the final draft of the exemplification paragraph. Due this week on Wednesday, June 12, 2019, 11:59 p.m.</p> <p>Hybrid Reminder: Library Project (due Wednesday, June 19, 2019, 11:59 p.m. The drop box is in the Writing Assignments folder- Submit in Week 6).</p> <hr/> <p>Wednesday Class: Noun PowerPoint: Sing/Plur/Poss Hybrid: Noun Worksheet (due next class meeting- June 17). Hybrid: Nouns Practice Quiz due Wednesday, June 19, 2019, 2:30 p.m. Complete before the start of class.</p>	<p>*1,2,3,4,5 **a,c **Directions to submit writing assignment: All writing assignment drop boxes are located in the Writing Assignment folder. Click on Writing Assignments and choose the assignment due for submission (exemplification paragraph). Click on browse your computer to locate the file. Click on the file; then click on Open. The file should be attached to the drop box. Click on submit to finalize the submission.</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 6</p> <p>June 17</p> <p>June 19</p>	<p><i>English Skills with Readings:</i> Chapters 10/ 25/ 26</p>	<p>Personal Pronouns/Cause or Effect Paragraph/ Library Project</p>	<p>Monday Class: Personal Pronouns PowerPoint/ Pronoun-Antecedent Agreement Hybrid: Pronoun Worksheet (due next class meeting- June 19).</p> <p>Hybrid: Cause or Effect Paragraph-begin prewrite activity Hybrid: Discussion Question 4 (due June 25, 2019, 11:59 p.m.). Hybrid: Pronoun Practice Quiz (due Wednesday, June 29, 2019, 2:30 p.m.). Hybrid: Complete Cause or Effect paragraph (RD) Hybrid: Read Chapter 10: Cause or Effect Paragraph</p> <hr/> <p>Wednesday Class: Grammar Test 2: Nouns and Pronouns</p> <p>Hybrid: Library Project due June 19, 2019, 11:59 p.m.</p>	<p>*1,2,3,4,5 **a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 7</p> <p>June 24</p> <p>June 26</p>	<p><i>English Skills with Readings:</i> Chapter 17- Writing the Essay</p> <p><i>English Skills with Readings:</i> Chapter 22,23, & 24</p>	<p>Verbs/Cause/ Effect Paragraph</p>	<p>Monday Class: Verbs-Verbs and Tenses PowerPoint</p> <p>Hybrid: Cause or Effect Paragraph due Tuesday, June 25, 2019, 11:59 p.m.).</p> <p>Hybrid: Discussion Question (Tuesday, July 9, 2019, 11:59 p.m.).</p> <p>Hybrid: Discussion Question (due Tuesday, July 9, 2019, 11:59 p.m.).</p> <p>Hybrid: Subject-Verb Practice Quiz due Wednesday, July 10, 2:30 p.m.</p> <hr/> <p>Wednesday Class: Verbs cont'd: Subject-verb agreement PowerPoint</p> <p>Hybrid: Verb worksheet (due next class meeting- July 8, 2019, 2:30 p.m.).</p> <p>Hybrid: Read Chapter 17: Writing the Essay</p>	<p>*1,2,3,4,5 **a,c</p>
<p>1-4</p>			<p>Summer Break Enjoy!!!</p>	

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 8</p> <p>July 8</p> <p>July 10</p>	<p><i>English Skills with Readings:</i> Chapter 17- Writing the Essay</p> <p><i>English Skills with Readings:</i> Chapter 22, 23 & 24</p>	<p>Verbs/ 5 paragraph essay/ Cause or Effect Essay</p>	<p>Monday Class: Review Verbs Review verb worksheet. Bring to class on Monday, July 8, 2019, 2:30 p.m.</p> <p>Hybrid Reminder: Subject-Verb Quiz (due July 10, 2019 by 2:30 p.m.).</p> <hr/> <p>Wednesday Class: Grammar Test 3: Verbs Class: Essay Writing</p> <p>Hybrid: Cause/Effect Essay Assignment Hybrid: Begin drafting Cause/ Effect Essay Hybrid: Discussion Question 8 & 9 (due Tuesday, July 16, 2019, 11:59 p.m.).</p>	<p>*1,2,3,4,5 **a,c</p>
<p>Week 9</p> <p>July 15</p> <p>July 17</p>	<p><i>English Skills with Readings:</i> Chapter 34- Commas</p>	<p>Cause/ Effect Essay/ Comma Usage</p>	<p>Monday Class: Cause/Effect Essay (RD) Class: Commas and Conjunction PowerPoint</p> <hr/> <p>Wednesday Class: Other Comma Rules PowerPoint</p> <p>Hybrid: Submit final essay draft. Due July 16, 2019, 11:59 p.m. Hybrid: Discussion Question (Reflection) (due Tuesday, July 22, 2019, 11:59 p.m.). Hybrid: Exemplification Essay topics (FE)</p>	<p>*1,2,3,4,5 **a,c</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 10</p> <p>July 22: Final Day of Class</p> <p>July 24 and 25: Final Exam Day</p>		<p>Make-up Day</p> <p>Finals</p>	<p>Monday: Make-up day</p> <hr/> <p>Wednesday Class: Exemplification Essay</p> <p>Final Exam: Grammar and Essay</p>	<p>*1,2,3,4,5</p> <p>**a,c</p>

Note: Discussion questions are due on Tuesday nights. Students have one week to complete. The initial post for discussions should be at least 150 words, and the replies to 2 peers should be 50 words each.

Deadlines are listed in the course calendar.

COMPETENCY AREAS: (WILL VARY FOR EACH COURSE/TAKEN FROM STATE STANDARDS)

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

GENERAL CORE EDUCATIONAL COMPETENCIES

- a) The ability to utilize standard written English.
- b) The ability to solve practical mathematical problems.
- c) The ability to read, analyze, and interpret information.