



ENGL 1010: Fundamentals of English

COURSE SYLLABUS

Online

Summer Semester 2020

COURSE INFORMATION

Credit Hours/Minutes: 3/2250

Campus/Class Location: Georgia Virtual Technical Connection (GVTC)/Blackboard

Class Meets: Via Internet for 10 weeks

Course Reference Number (CRN): 60173

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: Monday/ Wednesday 8:00-10:00 a.m. and Tuesday/Thursday 8:00-11:00 a.m.

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 are expected to complete all work required by the instructor and to attend the required proctored campus exam. Students will have at least one week to complete tests and assignments. All tests and assignments are due at midnight on Tuesday of each week at 11:59 p.m. **Assignments must be keyed in Microsoft Word, saved, uploaded, and attached for grading in Blackboard.**

Students are expected to prove weekly academic engagement by meeting assignment deadlines each week and spending a minimum of 37.5 hours during the semester doing the required homework, quizzes, and tests. Students are expected to communicate frequently through college email and discussion boards. College email is accessed at <https://portal.office.com>, under Quick links on our webpage, or in the menu of your Blackboard course.

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

ONLINE ATTENDANCE

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" (Failing 0-59) 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.

Students will have at least one week to complete tests and assignments. All tests and assignments are due at 11:59 p.m. on Tuesday of each week. Exceptions to the due dates of assignments due to jury duty, military duty, court duty, or required job training will be made at the discretion of the instructor.

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 1210

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

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:mgay@southeasterntech.edu), 478-289-2274, Building 1, Room 1210

Vidalia Campus: [Helen Thomas, \(hthomas@southeasterntech.edu\)](mailto:hthomas@southeasterntech.edu), 912-538-3126, Building A, Room 165

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.

CHECKING GRADES

A grade book is made available in the BLACKBOARD course on the main page by clicking the MY GRADES link when students log in. This grade book is for students to review and is continuously updated throughout the semester. Students can view their grades at any time to see the individual grades for each assignment. The overall percentage averages should display in the grade book to help track course progress.

NO HARM NO FOUL POLICY

It is the student's responsibility to drop courses during the first three days by completing a withdrawal form with a Counselor in Student Affairs. If a student comes to class during the first three days or any day during this time, the student will be dropped with no penalty only if they have completed the Withdrawal Form with Student Affairs by the close of business on the third business day of the semester. **(For Summer Semester, that day will be May 28). The student must formally withdraw from classes in order to receive the no harm-no foul benefit.** The student will be charged for the class unless he/she formally withdraws.

NO SHOW REQUIREMENT

It is the student's responsibility to have all materials for the course on the first day of the semester. This is student responsibility in a traditional, hybrid, or online course. To be considered in attendance, the student must complete the following assignments:

- Getting Started Orientation
- Pledge Acknowledgement Quiz
- Student Introduction Discussion
- Blackboard Orientation Quiz
- Send Instructor an email from student email account

Please complete these assignments within the **first three days of the course or by May 28, 2020 (11:59 p.m.)**.

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.

ONLINE PROCTORED EVENT WITHDRAWALS

Students who do not complete the proctored exam for an online class on the scheduled date and do not present a valid excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing) and will be disabled in their online class. If the proctored event is scheduled during final exams, any student who misses the proctored exam will receive an "F" for the course.

PROCTORED EVENT

Due to the uncertainties of COVID-19, this event will not be proctored for Summer Semester 2020.

Students will complete the event, but will not be required to come on campus to do it.

The event may be a major exam, assignment, or presentation, etc. that will count a minimum of 20% of the course grade. Students who do not complete the event as scheduled must submit a valid documented excuse within three business days after the scheduled event. If the excuse is approved by the instructor of the course, 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. Events will be given after the 65% point of the semester. **Students who do not complete the event on the scheduled date and do not present a valid documented excuse within three business days of the scheduled event will be withdrawn from the course with a "WF" (Withdrawn Failing). If the event is scheduled during final exams, any student who misses the event will be issued an "F" (Failing) for the course.**

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

Students have one week to make up test and quizzes. All writing assignments must be submitted on the due date without exception. For late papers, there will be a 10% deduction for each day that it is late.

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 165 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%

Assessment/Assignment	Percentage
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 2020 Lesson Plan

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
<p>Week 1 May 26</p>	<p><i>English Skills with Readings:</i> Chapter 1 & 2</p>	<p>Parts of Speech/ Writing Process</p>	<p>Print Syllabus</p> <p>Getting Started Orientation, Pledge Acknowledgement Quiz, Student Introduction, Blackboard Orientation Quiz, and Email are No Show Requirements. Please complete these assignments within the first three days of the course.</p> <p>Navigate to your English 1010 Course in Blackboard and select the Getting Started link provided in the Course Menu.</p> <ul style="list-style-type: none"> • Read all of the information in the folder • Complete the Getting Started Orientation and Pledge Acknowledgement Quiz due May 28, 2020, 11:59 p.m. • Complete the Student Introduction Discussion Board. Please post your introduction and reply to two other students in the course (due May 28, 2020, 11:59 p.m). <p>Navigate to your English 1010 Course in Blackboard and select the Blackboard Orientation link provided in the Course Menu.</p> <ul style="list-style-type: none"> • Complete the Blackboard Orientation and Quiz by May 28, 2020, 11:59 p.m. <p>Navigate to your English 1010 Course in Blackboard and select</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. The initial post for discussions should be at least 150 words, and the replies to 2 peers should be 50 words each. (Total of 250 words per discussion)</p> <p>** Deadlines are on Tuesday nights at 11:59 p.m.</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p>the Send Email link provided in the Course Menu.</p> <ul style="list-style-type: none"> • Send an email from your Office 365 student email account by May 28, 2020. This email must come from your Southeastern Technical College (STC) email to receive credit. <p>Blackboard: Syllabus Quiz (due Tuesday, June 2, 2020 (11:59 p.m.)).</p> <p>Blackboard: Review Parts of Speech PowerPoint and Sentences PowerPoint</p> <p>Read Chapter 1: An Introduction to Writing (Actively read and take notes) Read Chapter 2: The Four Bases and the Writing Process</p> <p>Blackboard: Discussion Question 1 (Tuesday, June 2, 2020 (11:59 p.m.)).</p> <p>Blackboard: Review Plagiarism folder Blackboard: Plagiarism Quiz (due Tuesday, June 2, 2020 (11:59 p.m.)).</p>	
<p>Week 2</p> <p>June 2</p>	<p><i>English Skills with Readings:</i> Chapter 1</p>		<p>Blackboard: Writing an Effective Paragraph- Review videos and content regarding writing paragraphs.</p> <p>Blackboard: Review Exemplification Paragraph Assignment</p> <p>Blackboard: Discussion Question 2 (due Tuesday, June 9, 2020, 11:59 p.m.).</p>	<p>*1,2,3,5 **a,c</p> <p>Writing Assignment Instructions and Discussion Questions are located in the current week folder.</p> <p>Writing Assignment drop</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			<p>Blackboard: Complete Syntax Quiz by Tuesday, June 9, 2020, 11:59 p.m.</p>	<p>box for final drafts are located in the Writing Assignments tab on the Course Menu.</p> <p>Quizzes are accessed in the Quizzes tab located on the Course Menu.</p>
<p>Week 3 June 9</p>		<p>Sentences/ APA Guide</p>	<p>Review the APA folder Blackboard: APA Guide Complete APA Quiz by Tuesday, June 16, 2020, 11:59 p.m.</p> <p>Review chapter 2 & Read chapter 8</p> <p>Blackboard: Exemplification paragraph topics: Begin prewriting Blackboard: Continue drafting exemplification paragraph</p> <p>Blackboard: Review Transitions and Meanings. Choose three transitions to use in the Exemplification Paragraph.</p>	<p>*1,2,3,5 **a,c</p>
<p>Week 4 June 16</p>	<p><i>English Skills with Readings:</i> Chapter 2 & 8</p>	<p>Drafting/ Exemplification Paragraph/ Parts of Speech/ Sentences</p>	<p>Blackboard: Grammar Test 1 due June 23, 2020, 11:59 p.m.).</p> <p>Blackboard: Once students have completed Grammar Test 1, begin reviewing Noun PowerPoint: Sing/Plur/Poss</p> <p>Blackboard: Submit Exemplification Paragraph (Final Draft-FD) in week 5. Submit to Exemplification drop box in the Writing Assignments tab on the Course Menu (due Tuesday, June 23, 2020, 11:59 p.m.).</p> <p>Blackboard: Discussion Question</p>	<p>1,2,3,4,5, **a,c</p> <p>Tests are accessed on the Test tab located on the Course Menu.</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			3 (due Tuesday, June 23, 2020, 11:59 p.m.).	
<p>Week 5 June 23</p>	<p><i>English Skills with Readings:</i> Chapter 8 & 10</p>	<p>Exemplification Paragraph/ Test Sentences and Parts of Speech/ Nouns</p>	<p>Blackboard: Continue to work on completing the final draft of the exemplification paragraph. Due this week on Tuesday, June 23, 2020, 11:59 p.m.</p> <p>Blackboard: Nouns Practice Quiz due Tuesday, June 30, 2020, 11:59 p.m.</p> <p>Blackboard: Review Personal Pronouns PowerPoint/ Pronoun-Antecedent Agreement</p> <p>Blackboard: Discussion Question 4 (due June 30, 2020, 11:59 p.m.).</p> <p>Blackboard: Pronoun Practice Quiz (due Tuesday, June 30, 2020, 11:59 p.m.).</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 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>
<p>Week 6 June 30</p>	<p><i>English Skills with Readings:</i> Chapters 10/ 25/ 26</p>	<p>Personal Pronouns/Cause or Effect Paragraph/ Library Project</p>	<p>Blackboard: Grammar Test 2: Nouns and Pronouns (due July 7, 2020, 11:59 p.m.)</p> <p>Read Chapter 10: Cause or Effect Paragraph</p> <p>Blackboard: Cause or Effect Paragraph-begin drafting.</p> <p>Blackboard: Brainstorming Discussion Question (due July 7, 2020, 11:59 p.m.).</p> <p>Continue drafting Cause or Effect paragraph (FD) (due July 7, 2020,</p>	<p>*1,2,3,4,5 **a,c Tests are accessed on the Test tab located on the Course Menu.</p>

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
			11:59 p.m.).	
Week 7 July 7	<i>English Skills with Readings:</i> Chapter 17- Writing the Essay <i>English Skills with Readings:</i> Chapter 22,23, & 24	Verbs/Cause/ Effect Paragraph	Blackboard: Cause or Effect Paragraph (FD) due Tuesday, July 7, 2020, 11:59 p.m.). Blackboard: Review Verbs Power Points: Subject-verb agreement PowerPoint & Verbs and Tenses PowerPoint Blackboard: Discussion Question 6 (due Tuesday, July 14, 2020, 11:59 p.m.). Blackboard: Discussion Question 7 (due Tuesday, July 14, 2020, 11:59 p.m.). Blackboard: Subject-Verb Practice Quiz due Wednesday, July 14, 11:59 p.m.	*1,2,3,4,5 **a,c
Week 8 July 14	<i>English Skills with Readings:</i> Chapter 17- Writing the Essay <i>English Skills with Readings:</i> Chapter 22, 23 & 24	Verbs/ 5 paragraph essay/ Cause or Effect Essay	Blackboard: Grammar Test 3- Verbs Read Chapter 17: Writing the Essay Blackboard: Essay Writing Blackboard: Cause/Effect Essay Assignment Begin drafting Cause/ Effect Essay (due July 21, 2020, 11:59 p.m.). Blackboard: Discussion Question 8 (due Tuesday, July 21, 2020, 11:59 p.m.). Blackboard: Discussion Question 9 (due Tuesday, July 21, 2020, 11:59 p.m.).	*1,2,3,4,5 **a,c
Week 9		Cause/ Effect	Blackboard: Commas and	*1,2,3,4,5

Date/Week	Chapter/Lesson	Content	Assignments & Tests Due Dates	Competency Area
July 21	<i>English Skills with Readings:</i> Chapter 34- Commas	Essay/ Comma Usage	Conjunctions PowerPoint Blackboard: Comma Rules PowerPoint Blackboard: Submit Cause or Effect Essay (FD) Due July 21, 2020, 11:59 p.m. Blackboard: Discussion Question (Reflection) (due Tuesday, July 28, 2020, 11:59 p.m.). Blackboard: Exemplification Essay topics (Final Exam Essay/ Proctored Event) (due July 28, 2020, 11:59 p.m.).	**a,c
Week 10 July 28: Final Day of Class July 29 and 30: Final Exam Days		Final Exam	Blackboard: Exemplification Essay Final Exam: Grammar: Commas and Exemplification Essay	*1,2,3,4,5 **a,c

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. (Total of 250 words per discussion)

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.