



**ENG 1010**  
**Fundamentals of English**  
**COURSE SYLLABUS**  
**Hybrid**  
**Summer 2017**  
**05/17/2017 – 07/26/2017**

**Semester:** Summer 2017

**Course Title:** Fundamentals of English

**Course Number:** ENG 1010

**Credit Hours/ Minutes:** 3/2250

**Class Location:** Main Bldg., Room 405

**Class Meets:** M/W 9:00-10:15

(60%F2F/40%Hybrid)

**CRN:** #60190

**Instructor:** P. Frost

**Office Hours:** 1:30-5:30

**Office Location:** Main Building, Room 407

**Email Address:** pfrost@southeasterntech.edu

**Phone:** 912.538.3163

**Tutoring Hours:** By appointment or email

**Preferred Method of Contact:** Email

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.

**REQUIRED TEXT:** Langan, J.(2014). English skills with readings (9<sup>th</sup> ed.).Boston: McGraw-Hill. ISBN # 978-0-07-351356-0.

**REQUIRED SUPPLIES & SOFTWARE:** Jump drive, access to Internet, and reliable access to internet connection for use with Blackboard, mySTC, and college email. Students are required to submit written assignments Microsoft Word.

**\*NOTE.** Although students can use their smart phones and tablets to access the online portion of their 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 complete the online portion of the course.

**COURSE DESCRIPTION:** This course 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 communications skills. Homework assignments reinforce classroom learning.

**MAJOR COURSE COMPETENCIES:** Topics include analysis of writing, applied grammar and writing skills, editing and proofreading skills; research skills; oral communications skills.

**PREREQUISITE(S):** ENG 097- English II OR Appropriate Placement Test Score AND READ 0097- 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 (Hybrid):** Students are expected to complete all tests and assignments by the due dates. NO assignments will be accepted after due dates and a grade of 0 will be assigned for all incomplete work. The ENGL 1010 instructor requires students to submit all assignments through the Blackboard learning systems. Exams will be taken on Blackboard within the classroom and outside of class. Students are required to submit all work in **Microsoft Word**. Blackboard assignments including essays, discussion boards, and drop box submissions which are not submitted through **Microsoft Word** will not receive credit. Instructor requires **all assignments in APA format and submitted via Blackboard** Assignments are to be submitted through **Digital drop box or discussion boards only!**

Sixty percent of this class is face to face, and 40% is out of class.

**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.

**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.

**Check e-mails and Blackboard announcements daily.**

**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.

**ATTENDANCE GUIDELINES:** 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.

**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](mailto: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](mailto:hthomas@southeasterntech.edu)

**MAKEUP GUIDELINES: (tests, quizzes, homework, projects, etc.):** Failure to take the chapter tests or final exam at the end of the semester will result in a grade of zero. No make-up exams are allowed. If Internet or browser failure occurs, contact instructor immediately. A decision will be made at that time if the exam will be reset. Instructor reserves the right to deduct points from the exam scores for exceeding the scheduled time limit on the exam. Assignment due dates are listed on the syllabus. Therefore, you are expected to have the assignment completed at the beginning of class on the date that it is due. **There will be NO MAKEUP of Final Exams!**

**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 three 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:

<b>ADA/Section 504 - Equity- Title IX (Students) - OCR Compliance Officer</b>	<b>Title VI - Title IX (Employees) - EEOC Officer</b>
Helen Thomas, Special Needs Specialist Vidalia Campus 3001 East 1 <sup>st</sup> Street, Vidalia Office 108 Phone: 912-538-3126 <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 <a href="mailto:bwilcox@southeasterntech.edu">bwilcox@southeasterntech.edu</a>

**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, Office 365 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**

25% Tests

30% Writing Assignments

10% Quizzes/DB/Other

15% Grammar Final

20% Writing Final

**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.

**ENG 1010**  
**Fundamentals of English**  
**05/17/2017 – 07/26/2017**  
**Hybrid**

Date  Weeks begin on Mondays	Chapter / Lesson	Content	Assignments Tests  Work is assigned on Monday and due the following Monday at midnight.	*Competency Area **Gen. Ed. Competency
<b>Week 1</b> <b>May 17-May 29</b> (Since the semester begins on a Wednesday, this week is actually longer.)  <b>Plan for Proctored Event. You</b>		Introduction to Course Syllabus STC Policies Blackboard Workshop	<p><b><u>Blackboard Assignments for this week are due by Monday, May 29 at midnight.</u></b></p> <ul style="list-style-type: none"> <li>• Read all documents under Getting Started/Start Here and complete STC Acknowledgment and Student Introduction.</li> <li>• Go to STC's home web site; click on Library, click on "Summer 2017 Student Information and Policies Packet" (in Word Format) and read. This information is useful in every course taken at STC.</li> <li>• Read and become familiar with all tabs on the left of the class in Blackboard.</li> <li>• Read and study Chapters 18, 20, and 21 in</li> </ul>	*1, 2, 3 a, c,

<p><b>must attend one of the two dates to be eligible to receive credit for the class.</b></p>	<p>Ch. 18 Ch. 20 Ch. 21</p>	<p>Subjects and Verbs Fragments Run-ons</p>	<p>text.</p> <ul style="list-style-type: none"> <li>Go to Grammar Lessons. Complete everything in <b>1. Subjects and Verbs Folder AND 2. Fragments and Run-ons folder.</b></li> <li><b>Go to Grammar Tests. Complete Grammar Test #1 (Covers chapters 18, 20, and 21; test actually consists of two short tests.)</b></li> </ul> <p><b>F2F (60%): Lecture over this week's chapters, questions, quizzes, tests.</b></p> <p><b>Hybrid (40%): Readings, Writings, Discussion Boards</b></p>	
<p><b>Week 2 May 29- June 5</b></p> <p><b>65% point of semester is Thursday, June 29<sup>th</sup>.</b></p>	<p>Ch. 2 Ch. 3 Ch. 4  Ch. 8  Ch. 22 Ch. 23</p>	<p>The Four Bases and the Writing Process First and Second Step in Writing The Third Step in Writing Exemplification Paragraph  Regular and Irregular Verbs pp. 394-401 Standard English Verbs pp. 402-409</p>	<p><b><u>Blackboard Assignments for this week are due by Monday, June 5 at midnight.</u></b></p> <ul style="list-style-type: none"> <li>Read Ch. 2 The Four Bases and the Writing Process in text <i>English Skills with Readings</i> by Langan.</li> <li>Read Ch.3 First and Second Step in Writing</li> <li>Read Ch.4 The Third Step in Writing</li> <li>Read thoroughly Chapter 8 on Exemplification Writing.</li> <li>Read "All the Good Things" pp. 548-552.</li> <li>Go to Writing Lessons. Read, watch, and/or complete everything in The Writing Process folder and Exemplification Writing folder.</li> <li>Read Chs.22-23 Regular and Irregular Verbs and Standard English Verbs.</li> <li>Go to Grammar Lessons. Complete everything in Verbs (Regular, Irregular, and Standard English Verbs) folder.</li> <li>Go to Writing Assignments and complete Exemplification/Example paragraph assignment and attach as a Word document in drop box.</li> <li><b>Go to Grammar Tests. Complete Grammar Test #2 (Covers chapters 22-23)</b></li> </ul> <p><b>F2F (60%): Lecture over this week's chapters, questions, quizzes, tests.</b></p> <p><b>Hybrid (40%): Readings, Writings, Discussion Boards</b></p>	<p>*1, 2, 3, 5 a, c,</p>

<p><b>Week 3</b> <b>June 5- June 12</b></p> <p><b>65% point of semester is Thursday, June 29<sup>th</sup>.</b></p>	<p>Ch. 5 Ch. 6</p> <p>Ch. 10</p> <p>Ch. 30 Ch. 32 Ch. 33</p>	<p>Fourth Step in Writing Process Four Bases for Revising Writing</p> <p>Cause and Effect Paragraph</p> <p>Capital Letters pp. 447-455. Apostrophes pp. 460-467 Quotation Marks pp. 468-475</p>	<p><b><u>Blackboard Assignments for this week are due by Monday, June 12 at midnight.</u></b></p> <ul style="list-style-type: none"> <li>• Read Ch. 5 Fourth Step in Writing Process</li> <li>• Read Ch. 6 Four Bases for Revising Writing</li> <li>• Go to Discussion Boards. Complete Discussion Boards #1 and #2. (Please adhere to DB rubric found in Grading Rubrics.)</li> <li>• Read thoroughly Ch. 10 on Cause/Effect Writing.</li> <li>• Go to Writing Lessons. Read, watch, and/or complete everything in the Cause and/or Effect Writing folder.</li> <li>• Read "Do It Better," pp. 602-610 in text. Go to Writing Lessons/Cause and/or Effect Writing, and complete the assignment (Vocab in Context and Reading Comprehension Questions, pp. 608-610) and post answers.</li> <li>• Read Chapters 30, 32, and 33; Capital Letters, Apostrophes, and Quotation Marks.</li> <li>• Go to Grammar Lessons. Complete everything in Capital Letters, Apostrophes, and Quotation Marks folder.</li> <li>• Go to Writing Assignments and complete the Cause or Effect paragraph assignment and attach as a Word document in drop box.</li> <li>• <b>Go to Grammar Tests. Complete Grammar Test #3. (Covers chapters 30, 32, and 33.)</b></li> </ul> <p><b>F2F (60%): Lecture over this week's chapters, questions, quizzes, tests.</b></p> <p><b>Hybrid (40%): Readings, Writings, Discussion Boards</b></p>	<p>*1,2,3,5 a,c</p>
<p><b>Week 4</b> <b>June 12- June 19</b></p>	<p>Ch. 24</p> <p>Ch. 27</p>	<p>Subject /Verb Agreement</p> <p>Adjectives/Adverbs</p>	<p><b><u>Blackboard Assignments for this week are due by Monday, June 19 at midnight.</u></b></p> <ul style="list-style-type: none"> <li>• Go to Discussion Boards. Complete Discussion Boards #3, #4, and #5. (Please adhere to DB rubric found in Grading Rubrics.)</li> </ul>	<p>*1, 2, 3, 5 **a,c</p>

	<p>Ch. 28</p> <p>Ch. 34</p> <p>Ch. 11</p>	<p>Misplaced/Dangling Modifiers</p> <p>Commas</p> <p>Comparison/Contrast</p>	<ul style="list-style-type: none"> <li>• Read thoroughly Chapter 11 on Comparison/Contrast Writing.</li> <li>• Go to Writing Lessons. Read, watch, and/or complete everything in the Comparison/Contrast Writing folder.</li> <li>• Read Chs. 27 and 28: Adjectives and Adverbs; Misplaced and Dangling Modifiers.</li> <li>• Go to Grammar Lessons. Complete everything in <b>1.</b>Subject/Verb Agreement; <b>2.</b> Misplaced/Dangling Modifiers; and <b>3.</b> Commas folder</li> <li>• Go to Writing Assignments and complete the Comparison/Contrast paragraph assignment and attach as a Word document in drop box</li> <li>• <b>Go to Grammar Tests. Complete Grammar Test #4 and #5 (Covers chapters 24, 27, 28, and 34.)</b></li> </ul> <p><b>F2F (60%): Lecture over this week's chapters, questions, quizzes, tests.</b></p> <p><b>Hybrid (40%): Readings, Writings, Discussion Boards</b></p>	
<p><b>Week 5</b> <b>June 19-</b> <b>June 26</b>  <b>65% point of semester is</b> <b>Thursday, June 29<sup>th</sup>.</b></p>	<p>Ch. 14</p> <p>Ch. 25</p> <p>Ch. 26</p>	<p>Description</p> <p>Pronoun Agreement and Reference</p> <p>Pronoun Types</p> <p>Descriptive Paragraph</p> <p>Writing the Essay</p>	<p><b><u>Blackboard Assignments for this week are due by Monday, June 26 at midnight.</u></b></p> <ul style="list-style-type: none"> <li>• Go to Discussion Boards. Complete Discussion Boards #6 and #7. (Please adhere to DB rubric found in Grading Rubrics.)</li> <li>• Read thoroughly Chapter 14 on Descriptive Writing.</li> <li>• Go to Writing Lessons. Read, watch, and/or complete everything in the Descriptive Writing folder.</li> <li>• Read Chs. 25 and 26: Pronoun Agreement and Reference; and Pronoun Types.</li> <li>• Go to Grammar Lessons. Complete everything in Pronouns folder.</li> <li>• Go to Writing Assignments and complete the Descriptive paragraph assignment and attach as a Word document in drop box. This assignment is <b>OPTIONAL</b>. You may want to complete it if you need to bring up your grade. It will not count against you if you do not complete it.</li> <li>• <b>Go to Grammar Tests. Complete Grammar Test # 6. (Covers chapters 25 and 26.)</b></li> </ul> <p><b>F2F (60%): Lecture over this week's chapters, questions, quizzes, tests.</b></p>	<p>*1, 2, 3, 5 **a ,c</p>

			<b>Hybrid (40%): Readings, Writings, Discussion Boards</b>	
<b>Week 6</b> <b>June 26- July 10</b> <b>65% point of semester is Thursday, June 29<sup>th</sup>.</b>	Ch. 35 Ch. 39 Ch. 40  Ch. 17	Other Punctuation Marks Commonly Confused Words Effective Word Choice	<b><u>Blackboard Assignments for this week are due by Monday, July 10 at midnight.</u></b> <ul style="list-style-type: none"> <li>Go to Discussion Boards. Complete Discussion Board #8 (Please adhere to DB rubric found in Grading Rubrics.)</li> <li>Read thoroughly Chapter 17 on Writing the Essay.</li> <li>Go to Writing Lessons. Read, watch, and/or complete everything in The Five Paragraph Essay folder.</li> <li>Read Chapters 35, 39, and 40: Other Punctuation Marks; Commonly Confused Words; and Effective Word Choice.</li> <li>Go to Grammar Lessons. Complete everything in the Other Punctuation Marks, Commonly, Confused Words, and Effective Word Choice folder.</li> <li>Read Five Paragraph Essay Sample</li> <li><b>Chapters 35, 39, and 40 will be part of Final Grammar Exam.</b></li> </ul> <b>F2F (60%): Lecture, questions, quizzes, tests.</b> <b>Hybrid (40%): Readings, Writings, Discussion Boards</b>	*1, 2, 3, 5 **a, c
<b>Week 7</b> <b>July 10-July 17</b>	Ch. 17  Ch. 34	Writing the Essay  Commas	<b><u>Blackboard Assignments for this week are due by July 17 at midnight.</u></b> <ul style="list-style-type: none"> <li>Read Ch. 17, Writing the Essay</li> <li>Go to Writing Lessons. Watch The Five Paragraph Essay video and read Three Points and Thesis Statement.</li> <li>Go to Discussion Boards. Complete Discussion Board #9.</li> <li>Read Chapter 34, Commas</li> <li>Go to Grammar Lessons. Complete everything in the Commas folder.</li> <li>Review/Prepare for Final Exams</li> </ul> <b>F2F (60%): Lecture over this week's chapters,</b>	*1, 2, 3, 4, 5 **a, b,

			<p>questions, quizzes, tests.</p> <p>Hybrid (40%): Readings, Writings, Discussion Boards</p>	
<p><b>Week 8</b> July 17- July 24</p>	Ch. 17	<p>Writing the Essay (con't)</p> <p>Grammar Final</p>	<p><b>Blackboard Assignments for this week are due by July 24 at midnight.</b></p> <ul style="list-style-type: none"> <li>• Go to Writing Lessons.</li> <li>• Go to The Five Paragraph Essay. Watch How to Write a Timed Essay.</li> <li>• Go to Discussion Boards. Complete Discussion Board #10.</li> <li>• Grammar Final available this week.</li> </ul> <p>F2F (60%): Lecture over this week's chapters, questions, quizzes, tests.</p> <p>Hybrid (40%): Readings, Writings, Discussion Boards</p>	<p>*1, 2, 3, 5 **a,c</p>
<p><b>Week 9</b> July 24-July 31</p>	Ch. 17	Writing the Essay	<p><b>Blackboard assignments for this week are due on July 31.</b></p> <ul style="list-style-type: none"> <li>• Review and Prepare for Grammar Final and Writing Final.</li> </ul> <p>F2F (60%): Lecture over this week's chapters, questions, quizzes, tests.</p> <p>Hybrid (40%): Readings, Writings, Discussion Boards</p>	<p>*1,2,3,5 **a,c</p>
<p><b>**The instructor reserves the right to modify these lesson plans as she deems necessary.</b></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.