

Adult Education (Diploma Track)

English Syllabus

Part 1 – Apex Online Course

Diploma courses in English are now offered online via the Apex program. This will give you the opportunity to complete the major portion of the course via the Internet. If you do not have a computer or Internet service, you may come to Adult Ed to use our computers or use the ones at the public library. Unless you have a valid excuse, or work out a different program with the teacher/administrator, we expect you to finish all online activities within five (5) weeks. This will allow other students to have the same access to Apex that you have. When you enter the course, you will receive a username and a temporary password. After you log in the first time, you will be required to change your password. If you lose your password, contact Mr. Herring (bherring@lexington1.net) and he will reset it for you. Use the following procedures to access/complete your course:

1. Use any browser to go to <http://www.apexvs.com> and enter your username and password.
2. Click on the course link. (Note: you may be taking several of our courses at a time.)
3. This will open a pop-up window with the course material in it. If your browser is set to block pop-ups, you may need to change this setting to allow them from the apex site.
4. Many of the course presentations contain multimedia, so be sure to have your sound on and turned up (or use headphones).
5. Most units consist of reading assignments followed by quizzes and a test. You may attempt each quiz/test three (3) times. If you have not achieved a passing grade (70%) by the third attempt, you may contact your instructor, Mrs. Rivers (krivers@lexington1.net), or Mr. Herring to have the quiz/test reset. You may also choose to accept the grade you receive, and request to be bypassed so that you can proceed to the next unit.
6. Both Mrs. Rivers and Mr. Herring check their e-mail frequently, but do not expect immediate responses. They will try to respond to your requests in as timely a manner as possible. Because there may be some delay in getting quizzes and tests reset, consider rereading and restudying the material so as to master problem areas before taking the test the third time.
7. If you are not comfortable using computers and/or browsers, let your instructor know so we can demonstrate the procedures.

Part 2 – Writing

The State of South Carolina requires you to demonstrate writing skills in each English course. When you begin your course, you must come in to the Adult Education office to pick up a packet that describes its writing requirements. (Typically, these include 4 major papers, a book report, and a research paper.)