## NORTHEASTERN TECHNICAL COLLEGE
### COURSE OUTLINE

<table>
<thead>
<tr>
<th>COURSE:</th>
<th>PREFIX:</th>
<th>NO:</th>
<th>EFFECTIVE DATE</th>
<th>NEXT REVIEW DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG</td>
<td>032</td>
<td></td>
<td>Fall 2014</td>
<td>Fall 2015</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>CREDITS</th>
<th>CONTACTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developmental English</td>
<td>3</td>
<td>3 0 3</td>
</tr>
</tbody>
</table>

### PREREQUISITES:
COMPASS: 15-52

### DESCRIPTION:
Intended for students who must develop better English skills in order to be successful in a curriculum program. Concentration is mainly on proper usage, grammar and diction, punctuation, capitalization, and sentence structure. Non-Degree Credit.

### TEXTBOOK(S) OR ALTERNATIVE:

### MATERIALS (specifying those to be purchased by student):
- Pens, pencils

### CLASS MANAGEMENT ACTIVITIES (Attendance, tardies, testing, etc.):

#### Academic Dishonesty:
Students are reminded of the College Policy regarding Academic Dishonesty as outlined in the College Catalog. Should a student break College Policy and complete any assessment not entirely his/her own work, plagiarize, or by using unauthorized materials, said student will receive a grade of 0/F on that assignment.

#### Attendance:
Punctual and regular attendance in all classes is the obligation of each student. According to the attendance policy of the college, students must attend a minimum of 80% of the meetings of each class in order to earn credit for the class. Therefore, a student cannot miss more than six classes - regardless of excuse. After the excessive absence, the student will be dropped from the course with an “NC” (No Credit). The allowed absences are for illness and emergency.

#### Withdrawals:
Withdrawals with a grade of W will be awarded through midterm regardless of the student’s academic performance; however, a grade of NC (no credit) will be awarded if the student withdraws after midterm with a failing average. No withdrawals are permitted 2 weeks before the semester’s end.

#### Tardy:
If a student is more than five minutes late for class, the student will be recorded as being tardy. Three tardies constitute one absence, so please be on time for class. Should a student be habitually tardy, he/she will be warned; afterwards, each tardy will count as an absence. Should a student leave before class is dismissed, it will count as an absence.
Electronic Devices: Students are reminded of College Policy regarding cell phones, beepers, pagers, etc.; all must be turned off upon entering class and must remain off and remain unseen during class. Emergency personnel must clear with instructor activation of cell phones or pagers.

There is to be no food or drink in the classrooms.

Make-up Work: There is no guarantee of make-up work. Each case will be evaluated on its own merit.

- If an announced test is missed, you are required to notify the instructor in advance in order for a make-up to even be considered. The student must then provide a written, verifiable excuse upon his or her return to class. Students will then have one week to make-up the test.

- No essays will be accepted late UNLESS the situation has been discussed with the instructor and the student has been given permission.

- Should the student be late for a quiz or fail to follow the above procedure, the student will receive a 0 on that assessment.

- All original, graded work will be kept by the instructor and will be available for review by the student upon request.

Disabilities Statement: Students with disabilities are encouraged to contact the Dean for Student Services to discuss needs or concerns as they pursue an academic program and participate in campus life. The Dean for Student Services will provide guidance regarding official documentation of disabilities and/or accommodation of needs. (See College Catalog)

Student ID: It is mandatory that every student wear his/her student ID at all times. The instructor will dismiss students without ID from class. The student may get his/her ID and return to class before the midpoint of the class. If the student cannot get his/her ID and return to class by the midpoint, the instructor will record the absence.

STATEMENT OF COLLEGE-WIDE STUDENT COMPETENCIES:
Graduates will be able to comprehend and generate written and oral communication necessary for success in their lives and chosen careers.

RESOURCES (A-V, persons, tools/equipment):
Success Center
Library
COURSE TOPICAL OUTLINE (List topics and sub-topics of course) and Calendar or approximate length of time devoted to topic.

TENTATIVE CLASS SCHEDULE

TOPIC

Course Introduction
Learning Express Pre-Test
(Strengths/Weaknesses Paragraph)
Noun/Pronoun
Subject
Noun Singular/Plural/Pronoun Antecedent/Subject Singular/Plural
TEST 1
Learning Express Lab: Grammar Skills
Predicate
Subject/Verb Agreement
Preposition/Adverb/Adjectives
TEST 2
Learning Express Lab: Grammar Skills
Conjunction

LEARNING OUTCOMES/OBJECTIVES OF COURSE:
1. Correctly utilize subject/verb and pronoun/antecedent agreement in writing assignments.
2. Apply verb tense in a variety of situations.
3. Effectively apply word choice, including Standard English, according to the writer’s intended purpose.
4. Punctuate, capitalize, and spell correctly.
5. Identify and correct fragments, comma splices, and run-on sentences.
6. Identify and effectively utilize the different types of sentences in a variety of original writings.

**INSTRUCTIONAL METHODS TO COMPLETE LEARNING OUTCOMES/OBJECTIVES:**
Lecture, writing assignments, and tests.

**EVALUATIVE METHODS TO APPRAISE OBJECTIVES:** Your final grade will be determined as follows:

- Tests .............................................. 20%
- Writing Assignments .......................... 25%
- Assignments ................................. 30%
- Final Exam ...................................... 25%

**GRADING:** Your work will be graded on a 10 point scale so that:

- 100 - 90 = A
- 89 - 80 = B
- 79 - 70 = C
- 69 - 60 = D
- 59 and below = F