

# North Central Michigan College

NCMC MASTER COURSE SYLLABUS

Last Date Revised 1/17/08

**DIVISION/AREA:** Liberal Arts

**DEPARTMENT:** English

**ASSOCIATE DEAN:** Samantha McLin

**ORIGINATOR:** Jami Blaauw-Hara

**DEAN OF INSTRUCTION:** Timothy Dykstra

**HOURS OF INSTRUCTION:**

Credit hours: 3

Lecture: 3

Lab: 0

Contact hours: 52.8

**COURSE TITLE:** Writing Fundamentals

**COURSE ALPHA:** ENG

**COURSE NUMBER:** 090

**CATALOG DESCRIPTION:** Prepares students for college level writing by addressing fundamental writing skills such as basic sentence structure, grammar and mechanics, and methods for developing and organizing paragraphs with a process-oriented approach.

**NOTE:** This course is offered on a Pass Fail basis and does not count toward graduation . Students must earn a 75% or better to pass.

**PREREQUISITE(S):** Placement according to Learning Support Services (ACT, Compass, etc.)

**COREQUISITE(S):** None

**GENERAL EDUCATION DISTRIBUTION AREA:**  
(example: Social Science Group B)

**GENERAL EDUCATION/PROGRAM OUTCOMES:** The general education outcomes for this course are the ability to think critically and write and speak effectively.

**COURSE OBJECTIVES AND OUTCOMES:**

- Write organized paragraphs with topic sentences, supporting details, and concluding sentences.
- Use prewriting, drafting, revising, and editing steps for writing assignments
- Identify and accurately use parts of speech, especially nouns, verbs, adjectives, adverbs, pronouns, prepositions, and conjunctions.
- Revise paragraphs for coherence, unity, clarity, and support.
- Identify connections between sentences in a paragraph and between paragraphs
- Read critically to recognize the purpose and focus of a paragraph
- Edit writing from an understanding of basic grammatical structures and minimize major and minor sentence errors significantly.

**METHODS OF INSTRUCTION:** Lecture, discussion, small-group work, hands-on activities.

**METHODS OF EVALUATION:** Quizzes, paragraphs, participation, homework, presentations, portfolio.

**REQUIRED TEXT AT TIME OF COURSE ADOPTION/REVISION:**

TEXTS: Anker, *Real Skills with Readings*

*Newsweek* magazine semester subscription

Reasonable accommodations can be provided to students with documented disabilities. Please contact Learning Support Services at 348-6817 to arrange these.

**SUGGESTED TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:**

*(List general content description of what is being covered each week)*

WEEK 1	Introduction to course and diagnostic writing
WEEK 2	Rhetorical basics
WEEK 3	Writing process introduction; basic sentence structure
WEEK 4	Narrowing and exploring topics; parts of speech
WEEK 5	Drafting; parts of speech, cont.
WEEK 6	Paragraph development; fragments
WEEK 7	Revision/Peer Response; run-ons and comma splices
WEEK 8	Grammar review and mid-term exam
WEEK 9	Introduction to Paragraph #1; subject/verb agreement
WEEK 10	Paragraph #2; verb tense
WEEK 11	Conferences
WEEK 12	Paragraph #3; coordination and subordination
WEEK 13	Paragraph #5; homonyms/commonly confused words & apostrophes
WEEK 14	Conferences; Preparation for final project
WEEK 15	Final project and paper
WEEK 16	Final Exam and exit interviews

APPROVED FOR ADOPTION/REVISION BY THE CRD/AP COMMITTEE ON \_\_\_11/5/08\_\_\_\_\_