

**NORTHEASTERN TECHNICAL COLLEGE
COURSE OUTLINE**

COURSE:	PREFIX	NO.	EFFECTIVE DATE	NEXT REVIEW DATE
	ENG	104	FALL 2000	FALL 2002
TITLE:			CREDITS	CONTACTS
				CLASS - LAB - TOTAL
Communications Foundations			3	3 0 3

PREREQUISITES: English placement scores (COMPASS: 64-73); ENG 100.

DESCRIPTION: LEVEL I: This course focuses on gathering, organizing and presenting written, oral and visual information. Team-building skills are encouraged through collaborative learning environments. Technical communication skills are emphasized.

LEVEL II: This course introduces the student to forms of communication which are valued in the workplace. Emphasis will be on developing written and oral communication skills.

TEXTBOOK(S) OR ALTERNATIVES: College Communication. Camp and Satterwhite.

MATERIALS (specifying those to be purchased by students): The text is required and is available in the college bookstore.

COLLATERAL READING: Library material as needed for assignments.

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

Absences: According to the attendance policy established by the college, students must attend at least 80% of classes. This means that you may miss a maximum of nine (9) classes. After nine absences, you will be dropped from the course with the grade of "F" in accordance with college policy. A grade of "W" will be assigned if a student drops, or is dropped from a class prior to mid-term.

There are no excused absences; the allowable absences are for illness and emergency. Students are also expected to participate in class activities and contribute to class discussion of topics.

Tardies: A tardy is defined as the arrival of the student to class after attendance has been taken. Three tardies equal one absence.

Make-up Work: Being absent does not excuse you from any work. If you must be absent, you are responsible for finding out what you missed, making it up prior to the next class, or submitting work which is due. There is no guarantee of make-up work. Each case will be evaluated on its own merit. Late work will be penalized. If an announced test is missed, prior notification of your absence must be given in order for make-up work even to be considered. **Please be aware of your responsibilities.**

Academic Dishonesty: In accordance with the State Board for Technical and Comprehensive Education Student Code, "All forms of academic dishonesty including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information will call for discipline" (9). See pages 9-11 of student code for details.

Statement on Written Assignments: The instructor reserves the right to refuse any paper/assignment, which is messy or unreadable. Incorrect grammar and spelling errors will be noted. Papers will be graded on the basis of content, organization, grammar, and neatness.

Classroom Etiquette: An integral part of an education is developing a sense of integrity and responsibility, not only toward ourselves, but also toward others. In the classroom, as on the job or in your home, exhibiting appropriate behavior reflects on your maturity. Arriving late to class, being unprepared, inappropriate talking while class is in session, etc., negatively reflects on you and your fellow students. Please be considerate. Also, while you are in the classroom, there will be no food or drinks allowed. If the instructor sees you with food or drink, you will be asked to dispose of said items.

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.

The instructor will provide information to the students about written reports, oral presentations, journal entries and portfolio/Web Page due dates.

OBJECTIVES OF COURSE: Upon completion of this course, students will know how to:

1. write grammatically correct sentences and paragraphs
2. use punctuation, capitalization, abbreviations, and numbers correctly
3. gather information using print and non-print materials, electronic sources/databases
4. access Internet and research information using various search engines
5. cite and document sources properly
6. write letters, memos, and reports that will appropriately serve business and industry

OBJECTIVES OF COURSE: (Continued)

7. present information in written and oral form which demonstrates- appropriate design, organization, clarity, knowledge of audience, use of standard English
8. design, develop, and incorporate visual aids effectively
9. produce a presentation using computer software

INSTRUCTIONAL METHODS TO COMPLETE OBJECTIVES:

Lectures
Class discussions
Oral and written presentations by students
Tests/Quizzes
Portfolio/Web Page

EVALUATIVE METHODS TO APPRAISE OBJECTIVES: Grades will be derived from the following:

Written reports linked to scenarios.....30%
Oral presentations linked to scenarios.....30%
Journal entries.....10%
Tests/Quizzes.....10%
Portfolio/Web Page.....20%

All major written assignments must be word processed.

GRADING SCALE: The following grading scale will be used:

100 - 90 = A
89 - 80 = B
79 - 70 = C
69 - 60 = D
59 - 0 = F

NORTHEASTERN TECHNICAL COLLEGE

STATEMENT OF COLLEGE-WIDE STUDENT COMPETENCIES

ENGLISH DEPARTMENT

Graduates will be able to comprehend and generate written and oral communication necessary for success in their lives and chosen careers.