

**Course Name :** ASC 087 College Writing Preparation - Online

**Course Description:** This course will give students confidence in writing for other college courses and for the workplace. Emphasis is placed on writing that is clearly and simply stated. Students will learn to use correct grammar to write error-free sentences, solid paragraphs, and well-organized essays.

**Credits:** 3 semester credits

**Prerequisite(s):** None

**Delivery Method:** Online

**Course Objectives/Student Outcomes:**

It is expected that students will be able to

Demonstrate an understanding of the rules of grammar, punctuation, mechanics, and usage.

Write clear, error-free sentences.

Write topic sentences for paragraphs.

Use details and examples to support topic sentences.

Write solid paragraphs

**Instructor:** Faye Bernstein

**Office:** Online

**Office Hours:** Use the e-mail tool within the online course to communicate with the instructor. Course e-mail messages will be checked daily. If you have a technical problem, contact the Distance Education office (1-888-918-5623, toll free)

**Class Schedule:** Online

**Textbook:**

Sentence Skills, Form A, John Langan, McGraw Hill, 8th Edition, 978-0-07-312374-5

**Order by e-mail:** [bookcell@msub.nodak.edu](mailto:bookcell@msub.nodak.edu)

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**Course Requirements:**

**Independent Practice:**

Read the assigned pages in the textbook and do the chapter activities. Starting with Chapter 4,

you can check your answers from the answers given in the back of the book, pages 568-586.

**A timed Pre-Test** is given at the beginning of the course. The points you get on this test won't count in your total points for the course. Your score shows you and the instructor what you knew about writing skills at the beginning of the course.

**A timed Post-Test** is given at the end of the course. Again, these points do not count in your total score. You and the instructor will compare your score at the beginning of the semester to the score you get at the end.

**Graded Quizzes** are not timed and will show if you have learned the material well enough to get a good grade on the Chapter Tests. **You can retake the quizzes**; your highest score is the one that will count toward total points. If you get a low score the first time you do a Chapter Quiz, you probably need to study more before you take the weekly graded Test.

**Tests:** A timed test is given at the end of every chapter. At the end of the course a 150 point Final Test is given.

**Writing Assignments:** You are required to write 4 paragraphs worth 50 points each.

**Tentative Course Outline:** Consult the Course Content for the Chapter Instructions and Due Dates.

Learn to write correctly written sentences, paragraphs and essays. (**Gen. ed. goals 1 & 2**)

Read and write about an environmental concern. (**Gen. ed. goal 5**)

Read and write about an aspect of cultural diversity. (**Gen. ed. goal 6**)

### **Relationship to Campus Theme:**

This course teaches good written communication skills that are a vital requirement for careers in science, technology, business, and social science.

### **Classroom Policies:**

- Regular Participation is expected.
- Quizzes, tests, and writing assignments can be done on any computer with Internet access.
- For taking tests, students need to have a distraction-free area at home, in a computer lab, at a library, etc.
- The tests can be taken at any time between the given dates and times.
- Each test is timed.

### **Evaluation:**

Grades are based on total points earned and include the points from the retake quizzes. Grades are calculated by dividing total points earned by total points possible.

290 points for Chapter Quizzes  
480 points for Chapter Tests  
50 points for Paragraph #1  
50 points for Paragraph #2  
50 Points for Paragraph #3  
50 Points for Paragraph #4  
150 points for the Final Exam  
1120 total points

A--90-100% (1008-1120 points)  
B--80-89% (896-1007 points)  
C--70-79% (784-895 points)  
D--60-69% (672-783 points)  
F--59% or lower (below 672 points)

**Academic Integrity:** The academic community is operated on the basis of honesty, integrity, and fair play. It is the expectation that all students, as members of the college community, adhere to the highest levels of academic integrity. This means that:

- Students are responsible for submitting their own work. Student work must not be plagiarized.
- Students must not cooperate on oral or written examinations or work together on evaluated assignments without authorization.

To learn how to avoid plagiarism in your work, review the website from Purdue University, "Is It Plagiarism Yet?"

Violations of academic principles such as cheating, plagiarism, or other academic improprieties will be handled using the guidelines outlined in the Student Handbook, pages 18, 19, and 37.

### **Disabilities and Special Needs:**

If you have a disability for which you need accommodation, contact the Learning Center to request disability support services: phone: 701-228-5477 or toll free 1-888-918-5623