COURSE TITLE: Applied English
COURSE NUMBER: ENC 0003

COURSE DESCRIPTION:
This course is designed to develop written language skills including basic sentence structure, paragraph organization, usage, punctuation, capitalization and grammatical concepts. This four-hour noncredit course is designed for students who do not possess entry skills for college prep writing as indicated by classroom performance in ENC 0004 prior to the last day for vertical transfer. Students may repeat this course as needed to meet entry requirements for college prep writing. Students who make a “D” or better in this course will be allowed to advance to ENC 0004. This course does not earn college credit but counts 4 semester hours for load purposes.

PREREQUISITES:
None

NAME OF INSTRUCTOR:
Angela V. Tyler
Building A – Room 149
Phone: 850-718-2457
Fax: 850-718-2357
e-mail: tylera@chipola.edu

DATE OF LATEST REVISION:
October 2006

REQUIRED TEXTBOOKS:

GRADING POLICIES:
The standing of a student in each course is expressed by one of the following letters and corresponding grading system:
A – 100 – 93
B – 92 – 83
C – 82 – 70
D – 69 – 60
F – 59 or less
In accordance with this scale, each instructor will specify her method of determining grades. The following chart may be used to indicate the value of different grades:

Assignments/Tests…………….50%
Attendance…………………….25%
Final Examination…………….25%

The Chipola Catalog provides specific information regarding other outcomes from the grading system. A student’s Grade Point Average is derived from the grading system/quality point scale.

**DISCIPLINE-SPECIFIC (COMMUNICATIONS) COMPETENCIES / LEARNING OUTCOMES:** For college credit courses

**STUDENT LEARNING OUTCOMES/OBJECTIVES FOR ENC 0003:**
See chart, last page.

**MEANS OF ACCOMPLISHING OUTCOMES:**
The student will:

1. Complete the TABE to identify competencies.
2. Attend class with consistency (See attendance policy).
3. Learn the material presented and assigned.
4. Complete all assignments as listed on the individualized prescription.
5. Obtain a score of at least 80% on each module test form A or review and retest on form B.
6. Will post test on the TABE after assigned work is completed.
7. Treat classmates and instructors with respect.

The instructor will:

1. Give each student individualized prescriptive assignments.
2. Administer and score all module tests in a prompt manner there by giving the student immediate feedback and personal attention.
3. Be available as needed to provide additional instruction.
4. Maintain a pleasant and respectful learning environment.
LIBRARY AND ON-LINE REFERENCE MATERIALS:
The library is a comprehensive, learning resource center providing information in print, electronic, and multimedia format to support the educational objectives of the College. In addition to print media, online catalogs and resources can be accessed through www.linccweb.org and www.netlibrary.com. Library hours are posted each semester at the building entrance.

Chipola’s website is located at www.chipola.edu.

TECHNOLOGY RESOURCES:
The Information Technology Center, located in the library, is equipped with computer workstations. Lab hours are posted each semester at the building entrance. The Success Center houses computer workstations for students registered for courses offered in the Success Center. Success Center hours are posted online and at the center’s entrance.

ASSIGNMENT SCHEDULE:
Assignments are prescriptive and individualized. See individualized prescriptions.

ATTENDANCE AND WITHDRAWAL POLICIES:
Chipola College expects regular attendance of all students. Students who are absent from classes for any reason other than official college activities must satisfy the instructor concerned that the absence was due to illness or other clearly unavoidable reasons. Otherwise, the student may suffer grade loss at the discretion of the instructor.

Chipola policy allows each instructor to specify in the course handout the attendance policy. It also allows the instructor to decide whether or not an absence is excusable and what effect the absence or tardy may have on the grade.

A student is allowed to repeat a course a maximum of three (3) times. On the third attempt a student (1) must bear the full cost of instruction, (2) cannot withdraw, and (3) must receive a grade.
MAKE-UP POLICY:
Chipola allows each instructor to specify in the instructor handout the makeup policy. Please see your first day handout for individual instructor policy.

ACADEMIC HONOR CODE POLICY:
Students are expected to uphold the Academic Honor Code. Chipola College’s Honor Code is based on the premise that each student has the responsibility to:
1) uphold the highest standards of academic honesty in his/her own work;
2) refuse to tolerate academic dishonesty in the college community; and
3) foster a high sense of honor and social responsibility on the part of students.

Further information regarding the Academic Honor Code may be found in the Chipola Catalog, Student Governance section.

STUDENTS WITH DISABILITIES POLICY:
Chipola College is committed to making all programs and facilities accessible to anyone with a disability. Chipola’s goal is for students to obtain maximum benefit from their educational experience and to effectively transition into the college environment.

Students with disabilities are requested to voluntarily contact the Office of Students with Disabilities to complete the intake process and determine their eligibility for reasonable accommodations.

LINKING COURSE, DISCIPLINE, AND GENERAL EDUCATION COMPETENCIES

<table>
<thead>
<tr>
<th>THE STUDENT WILL:</th>
<th>DISCIPLINE-SPECIFIC GENERAL EDUCATION COMPETENCIES*</th>
<th>ASSESSMENT METHODS USED BY FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recognize the parts of speech.</td>
<td></td>
<td>Module Tests</td>
</tr>
<tr>
<td>Recognize and use correct capitalization skills.</td>
<td></td>
<td>Module Tests</td>
</tr>
<tr>
<td>Recognize and use correct punctuation skills.</td>
<td></td>
<td>Module Tests</td>
</tr>
<tr>
<td>Recognize and use basic writing conventions.</td>
<td></td>
<td>Module Tests</td>
</tr>
<tr>
<td>Recognize and use basic sentence formation.</td>
<td></td>
<td>Module Tests / Teacher Observation</td>
</tr>
<tr>
<td>Recognize and use basic paragraph development.</td>
<td></td>
<td>Module Tests</td>
</tr>
<tr>
<td>Recognize and use basic spelling rules.</td>
<td></td>
<td>Module Tests / Teacher Observation</td>
</tr>
<tr>
<td>Recognize and use basic structural units of words.</td>
<td></td>
<td>Module Tests</td>
</tr>
</tbody>
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For a list of Chipola’s College-Level Competencies, see www.chipola.edu.