

Course Syllabus

ENG 090 – Basic Verbal Skills

Credits: Equivalent to one year of high school English

Prerequisites: None

Instructor: Kara Hartman

Contact Info: Faculty may be contacted through the NursingABC messaging system

Course web site address: www.nursingabc.com

Course Meeting times: ENG 090 is offered continuously

Course Description: An introduction to basic verbal skills within the English language, with particular emphasis on grammar, vocabulary, spelling, and reading comprehension. This course is designed to be used as an overview of basic skills within the English language and/or to prepare for the verbal section of standardized entrance exams to health professional programs.

Course Outcome: As a result of this course experience a student should be able to:

- Understand the parts of speech.
- Understand and identify the parts of a sentence.
- Write Sentences using proper punctuation, capitalization, and sentence agreement.
- Recognize and identify antonyms and synonyms.
- Recognize word roots and word origins.
- Understand various spelling rules and exceptions.
- Be able to read and comprehend stories and display this knowledge.
- Be familiar with various forms of poetry and poetry interpretation.

Each of these eight ENG 090 student learning outcomes is measured:

Directly by: (1) module application problems (with instructor feedback)
(2) exams
(3) comparison of pre-course / post-course exam results

Indirectly by an end of course student-completed evaluation survey

Course Delivery: This course is asynchronously delivered 100% online and is composed of 10-15 hours of module assignments, 20-25 hours of video lectures and 10-15 hours of secure online exams.

Required Computer Accessories: It is recommended that student use a desktop or laptop computer, PC or Mac, when taking the course. Some tablet computers are compatible with the course, but not all features are available for all tablet computers. The latest full version of Firefox is required for the optimal operation of the NursingABC Management System. In addition, you must have the latest full version of Adobe Flash Player installed as a plug-in in order to view any of the videos on the site. We highly recommend using a high speed Internet connection to view the video lectures and labs. You may experience significant difficulties viewing the videos using a dial-up connection.

Required readings, lectures and assignments: NursingABC courses do not use paper textbooks. Students are required to read the CMS lesson modules written by the course author which contain the standard

information covered in a typical course. Video lectures which supplement each lesson module subject should be viewed as many times as is necessary to fully understand the material.

The practice problems within the modules are not quantitatively part of your final grade, but the module work is a pass/fail component of the course and will be reviewed for completeness by the instructor. Be sure to answer all of the problems since this is an important part of adequate preparation for the exams. After you answer the practice problems, compare your answers to the solutions at the end of the module. If your answers do not match those at the end, attempt to figure out why there is a difference. If you have any questions please contact the instructor via the My Messages tab or call the help line at 1-888-724-3590 x2 especially for questions that require long answers or discussion.

Grading Rubric:

6 Module exams = 100 pts. each x 6 =	600 pts.
<u>Final exam = 160 pts.</u>	<u>120 pts.</u>
Total	720 pts.

The current course grade and progress is continuously displayed on the student desktop within the CMS.

Grading Scale:

89.5%-100% (645-720 pts) = A
79.5%-89.4% (573-644 pts) = B
69.5%-79.4% (501-572 pts) = C
59.5%-69.4% (429-500 pts) = D
<59.4% (<429 pts) = F

Course Topics:

- Module 1: Grammar Part 1 of 3: This module introduces the Parts of Speech and Parts of Sentences.
- Module 2: Grammar Part 2 of 3: This module covers Sentence Structure, Clauses, Phrases, Fragments, and Run-on sentences. The module concludes with punctuation tips.
- Module 3: Grammar Part 3 of 3: This module concludes the grammar portion of the course with coverage of the following topics: Pronoun Agreement, Principal Parts, Usage, Capitalization, and Punctuation.
- Module 4: The first of two vocabulary modules, in this module, students will learn to increase vocabulary by recognizing Context Clues and recognizing Antonyms and Synonyms.
- Module 5: Students will continue to learn to increase vocabulary by recognizing Parts of Speech and recognizing Word Origins and Roots.
- Module 6: This module is an overview of techniques to improve Spelling. Topics include: Rules for Spelling, Exceptions to Rules, Commonly Misspelled Words.
- Module 7: Students will learn about the basics of Reading Comprehension. Techniques for reading and comprehending Factual Prose will be explained, and students will be instructed on the basics of Answering Questions at the End of a Reading Section.
- Module 8 : This module will conclude the section on Reading Comprehension with an emphasis on Remembering Details in Poetry and Fiction.

Holidays:

During the following holidays, all administrative and instructional functions are suspended, including the grading of exams and issuance of transcripts.

New Year's Day	Easter
Memorial Day	Independence Day
Labor Day	Thanksgiving weekend
Christmas Break (one week before Christmas through New Year's Day).	

The schedule of holidays for the current calendar year may be found under the Student Services menu at www.nursingabc.com

Suggested Timed Course Schedule (to complete the course within a typical college semester)

All NursingABC courses are offered asynchronously with no required schedule to better fit the normal routine of adult students but the schedule below is suggested to allow a student to complete the course within a typical college semester. Despite this suggestion, the student may feel free to complete the course at their desired pace and on a schedule determined by them.

<u>Time Period</u>	<u>Assignments</u>	<u>Subject Matter</u>
Days 1 - 12	Module 1, Exam 1	Parts of Speech and Parts of Sentences
Days 13 - 24	Module 2, Exam 2	Sentence Structure, Clauses, Phrases, Fragments, and Run-on sentences, and punctuation tips
Days 25 - 36	Module 3, Exam 3	Pronoun Agreement, Principal Parts, Usage, Capitalization, and Punctuation.
Days 37 - 48	Module 4, Exam 4	Recognizing Context Clues and recognizing Antonyms and Synonyms
Days 49 - 60	Module 5, Exam 5	Recognizing Parts of Speech and recognizing Word Origins and Roots.
Days 61 - 75	Module 6, Exam 6	Rules for Spelling, Exceptions to Rules, Commonly Misspelled Words.
Days 76 – 90	Module 7, Exam 7	Techniques for reading and comprehending Factual Prose The basics of Answering Questions at the End of a Reading Section
Days 91 – 102	Module 8, Exam 8	Reading Comprehension with an emphasis on Remembering Details in Poetry and Fiction
Days 103 - 108	Final Exam	Comprehensive - including all course material

Suggested External References:

Jane Straus, **The Blue Book of Grammar and Punctuation: An Easy-to-Use Guide with Clear Rules, Real-World Examples, and Reproducible Quizzes**, Wiley.

Learning Support Services:

Each student should be sure to take advantage of and use the following learning support services which are provided to increase student academic performance:

Video lectures which supplement the text material of each course module

Messaging system which provides individual instructor/student interaction

Toll-free phone tutoring help line which is available daily at appointed times (see below)

Tech support which is available by submitting a help ticket

Accommodations for Students with Learning Disabilities:

Students with documented learning disabilities may receive accommodations in the form of an extended time limit on exams, when applicable. In order to receive the accommodations, the student should furnish documentation of the learning disability prior to registration, if possible. Upon receipt of the documentation of a learning disability, NursingABC staff will provide the student with registration instructions for a variation of the course containing exams with extended time limits. This accommodation does not alter the content of any assignments/exams, change what the exam is intended to measure or otherwise impact the outcomes of objectives of the course.

Student Help Line:

NursingABC students have access to our help-line phone service. The phone service is staffed by instructors who will answer questions regarding material in those courses. Please call 1-888-724-3590 and choose option #2 if you would like assistance with your course work. Due to high call volume, we cannot guarantee that your call can be answered immediately so you may be required to leave a voicemail. The help-line instructors will return the voicemails as soon as possible and within one business day. If the hours above do not fit your personal schedule, please leave a message on the help line voicemail requesting an appointment. In the voicemail, please leave several dates and times convenient for a return call. If a help line representative cannot call you at one of your preferred times, you will be contacted to set up a mutually suitable time. Appointment slots are limited and will be granted as instructor time becomes available and at the discretion of the help line instructor. No appointments will be scheduled for Sunday.

Help Line Hours

Mon - Fri: Noon - 9 PM ET

Sat: 9 AM - 11 AM ET

Sun: Closed

Code of Conduct: Students are expected to conduct themselves in a way that supports learning and teaching and promotes an atmosphere of civility and respect in their interactions with others. Verbal and written aggression, abuse, or misconduct is prohibited and may be grounds for immediate dismissal from the program.

Academic Integrity is a serious matter. In the educational context any dishonesty violates freedom and trust, which are essential for effective learning. Dishonesty limits a student's ability to reach his or her potential. Portage places a high value on honest independent work. In a distance learning situation, we depend on the student's desire to succeed in the program he or she is entering. It is in a student's own best interests not to cheat on an exam, as this would compromise the student's preparation for future work. It is required of each student to take exams without consulting course materials or study aids including another person, the lesson pages, printed materials, or the Internet. To this end, your instructor will be alert to any indications that a student may be violating this principle. It will be necessary to show all your work on exams. When the nature of the course does not require numerical or symbolic determination (perhaps instead just requires recitation of learned descriptions), be assured that our experienced staff is able to detect use of lesson materials to answer exam questions. A violation of the academic integrity policy may result in a score of zero on the exam and possible expulsion from the course, at the discretion of the instructor with consultation with an administrative-instructional committee.

Grievances: If for any reason a student has a complaint about the course work or the instructor, they are advised to first consult the instructor, who will be willing to listen and consider your concern. However, if you don't feel you have received a satisfactory reply, you are encouraged to contact the Executive Director of Portage Learning for further consideration of your complaint. The formal grievances process must be initiated via written communication. If desired, please file a written grievance to info@nursingabc.com to initiate the process.

Remediation:

At NursingABC we allow a "one-time" only opportunity to re-take an alternate version of **one** exam on which a student has earned a grade lower than 70%. If an exam is retaken, the original exam grade will be erased and the new exam grade will become a permanent part of the course grade. However, before scheduling and attempting this retest, the student must resolve the questions they have in regard to the material by reviewing both the old exam and the lesson module material. The student is also encouraged to contact the phone help line for assistance. Once ready to attempt the retest of the exam they must contact their instructor to request that the exam be reset for the retest.