**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

# **GENERAL COURSE INFORMATION**

Course Number: ENGL 1199

Course Title: Principles of Grammar, Form, and Style

Credit Hours: 3

Prerequisites: None

Division/Discipline: Academics/English

Course Description: Principles of Grammar, Form, and Style, ENGL 1199, includes a study of the parts of speech, phrases, clauses, sentence structure, and paragraph form. In this course, students should acquire and apply the basic skills, techniques, and attitudes necessary to compose college-level writing.  This course is especially helpful for students who will be required to complete more advanced tasks in written communication at the business, professional, or college level—most immediately, in English Composition I or II.

# **INSTRUCTOR INFORMATION**

# **COLLEGE POLICIES**

## Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

## Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

## The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

## Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu.

Student grievance procedure: Barton Community College policy is to secure, at the lowest possible level, equitable solutions to problems which may arise during the conduct of our LSEC, College, BSEP, or bartonline academic programs.  The place to start is with the course instructor.  If there is no resolve after the course instructor, then go to one of the following (appropriate for your need).  Other Barton assistance staff members: Claudia Mather,(matherc@bartonccc.edu) Associate Dean of Distance Learning; Janet Balk (balkj@bartonccc.edu), CP Coordinator. Student academic concerns that cannot be resolved with the course instructor and others in the above list, should then be directed to Ashley Anderson, Dean of Military Academic Services, 785-784-6606 or andersona@bartonccc.edu.

# **COURSE AS VIEWED IN THE TOTAL CURRICULUM**

The purpose of Principles of Grammar, Form, and Style is to review the mechanics of the English language and to explore more advanced issues of style and syntax.

This course counts as elective credit towards a degree at Barton Community College.  This course is not intended to transfer to a four-year institution, and does not count replace any English degree requirements.

# **ASSESSMENT OF STUDENT LEARNING**

Barton County Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies:

1. Recognize and apply the basics of English grammar and syntax, including recognizing and correcting errors.
2. Apply general rules for spelling in American English.
3. Apply general rules for capitalization in American English, including proper nouns.
4. Identify sentence parts and use a variety of sentence forms.
5. Recognize and properly use the parts of speech.
6. Recognize and properly use transitive and intransitive verbs.
7. Recognize and properly use auxiliary verbs.
8. Demonstrate an understanding of and apply the rules for proper punctuation.
9. Recognize and correct basic sentence faults such as fragments, comma splices, and fused sentences.
10. Use proper subject-verb agreement.
11. Recognize and apply more advanced concepts of mechanics, style, and structure in English composition.
12. Recognize and properly use active and passive voice.
13. Recognize and use appropriate verb tenses and verb moods.
14. Use proper subordination of adverb, adjective, and noun clauses, as well as gerund and infinitive phrases.
15. Recognize and use proper pronoun reference, case and agreement.
16. Recognize and correct misplaced and dangling modifiers.
17. Recognize and access resources available to them when they are unsure about an editing issue.
18. Demonstrate an understanding of how to form plurals of nouns correctly, and when uncertain, how to check.
19. Distinguish between and appropriately use colloquialisms and more formal diction.
20. Write effective phrases, sentences, paragraphs, and essays that demonstrate a deep consideration of issues of style, syntax, and grammar.

### Apply general rules for organizing and developing basic forms of paragraphs.

### Apply practical rules for organizing and developing more substantial written works, including short essays and answers to essay questions.

1. Recognize and use parallel structure.

# **INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

# **TEXTBOOKS AND OTHER REQUIRED MATERIALS**

# **REFERENCES**

# **METHODS OF INSTRUCTION AND EVALUATION**

# **ATTENDANCE REQUIREMENTS**

# **COURSE OUTLINE**