



# Coastal Bend COLLEGE

## Administrative Master Syllabus

### Cover Sheet

**Purpose:** The Administrative Master Syllabus provides a general course description, defines the required elements of the course, and establishes a faculty-driven foundation for course assessment to ensure continuous improvement in student learning, irrespective of the course timeframe, or mode of course delivery.

Course Title: **Non-Course Based Technical Writing**

Course Prefix and Number: **NCBT 0111**

THECB Approval Number (10 digit): **3201086012**

Department: **Developmental Education** Division: **Arts, Communications, and**

Course Type: (check only one)

- Academic General Education Course (From ACGM but not a CBC Core Course)
- Academic CBC Core Course
- WECM Course (Special Topics or Unique Needs Course: Y  or N  )

Weekly Contact Hours (Lecture – Lab – External): **1** - **0** - **0**

**Course Catalog Description:**

Co-requisite Integration of critical reading and academic writing skills. The intervention fulfills TSI requirements for reading and/or writing. The course is a co-requisite, and as such, the student MUST be co-enrolled in ENGL 2311. This course is a non-credit bearing course which is nontransferable and does not count toward Associate of Arts or Associate of Science Degrees.

**Prerequisites/Co-requisites:**

Placement into course is based on TSI Scores (See TSI placement chart).

**Approval:** The contents of this document have been reviewed and are found to be accurate.

Prepared by (Content Expert): **Kathleen Cuyler** Digitally signed by Kathleen Cuyler  
Date: 2022.08.18 13:17:45 -05'00'

Reviewed by Director or Coordinator: **Anna Hazelrigg** Digitally signed by Anna Hazelrigg  
Date: 2022.08.22 07:36:58 -05'00'

Approved by Dean of CTE or NAH or TGE: **Mark L. Secord** Digitally signed by Mark L. Secord  
Date: 2022.10.10 16:59:44 -05'00'



# Coastal Bend COLLEGE

## Master Course Syllabus

### Course Name: NCBT 0111 - Non-Course Based Technical Writing

**Course Description:** Integration of critical reading and academic writing skills. The intervention fulfills TSI requirements for reading and/or writing. The course is a co-requisite, and as such, the student MUST be co-enrolled in ENGL 2311. This course is a non-credit bearing course which is nontransferable and does not count toward Associate of Arts or Associate of Science Degrees.

**Semester Hour Credit: 1**

**Lecture Hrs. per Week/Lab Hrs. per Week/External Hrs. per Week: 1-0-0**

**Curriculum Capacity:**

**Face-to-Face Lab:**

**Online Lab:**

**Face-to-Face Lecture:**

**Online:**

**Virtual Face-to-Face:**

**Interactive video (multi-locations):**

**Hybrid:**

**Clinical:**

**Recommended enrollment threshold:**

**Face-to-Face Lab:**

**Online Lab:**

**Face-to-Face Lecture:**

**Online:**

**Virtual Face-to-Face:**

**Interactive video (multi-locations):**

**Hybrid:**

**Clinical:**

**Textbook and/or other major required readings:** Open Educational Resources

**Title:** NA

**Author:** NA

**Publisher:** NA

**Edition:** NA

**ISBN:** NA

Revised 2021-2022

**The Student Learning Outcomes for the course are the same regardless of modality or location.**

**Course Outcomes  
(WECM or LDACGM)**

1. Locate explicit textual information, draw complex inferences, and describe, analyze, and evaluate the information within and across multiple texts of varying lengths.
2. Comprehend and use vocabulary effectively in oral communication, reading, and writing.
3. Identify and analyze the audience, purpose, and message across a variety of texts.
4. Describe and apply insights gained from reading and writing a variety of texts.
5. Compose a variety of texts that demonstrate reading comprehension, clear focus, logical development of ideas, and use of appropriate language that advance the writer's purpose.
6. Determine and use effective approaches and rhetorical strategies for given reading and writing situations.
7. Generate ideas and gather information relevant to the topic and purpose, incorporating the ideas and words of other writers in student writing using established strategies.
8. Evaluate relevance and quality of ideas and information in recognizing, formulating, and developing a claim.
9. Develop and use effective reading and revision strategies to strengthen the writer's ability to compose college-level writing assignments.
10. Recognize and apply the conventions of standard English in reading and writing.

**The following general education course competencies (TGE) or Marketable SCAN Skills (CTE/NAH) are addressed in this course: General education course competencies (TGE) or Marketable SCAN Skills (CTE/NAH) assessed are indicated with an asterisk \*.**

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**The following program student learning outcome are assessed for this course:**

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**Evaluation Methods:**

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| Students must pass ENGL 2311 with a D or higher to earn a CR for the NCBT. |
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**Course Grading:** Please see individualized instructor policies for course evaluation methods. Students will be assessed on the same measure across each discipline as per CBC guidelines.

**Major Course Assignments and/or exams counting for at least 10% of a final course grade:**

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| Students are expected to engage and participate as needed to succeed in their co-requisite course. |
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**Grade Scale:**

60 - 100 = CR  
0 - 59 = NC

**Course Subject Matter Outline:**

Lesson 1: Review of Correspondence Basics  
Lesson 2: Identifying the Subject and Main Verb  
Lesson 3: Avoiding Comma Splices and Run-on Sentences  
Lesson 4: Avoiding Sentence Fragments  
Lesson 5: Building a PowerPoint Presentation  
Lesson 6: Recognizing and Correcting Passive Voice  
Lesson 7: Review of Apostrophes  
Lesson 8: Review of Misplaced and Dangling Modifiers  
Lesson 9: Review of Colons and Semicolons  
Lesson 10: Review of Design Principles  
Lesson 11: Review of Principles of Style  
Lesson 12: Review of Tone  
Lesson 13: Review of Memos and Emails  
Lesson 14: Assistance with formal report  
Lesson 15: Reflection

**Additional Course Requirements:**

Course placement is determined by TSIA score (see TSI placement chart) OR successful completion of Integrated Reading & Writing I with a "C" or better.

Co-requisite Requirement: ENGL 2311

**Class Attendance and Classroom Conduct Policies**

**Attendance Policy:** Please see individualized instructor policies for attendance, which is pursuant to any related policy as outlined by the college handbook, financial aid agreements, or any other college related understanding (e.g., athletics, organizations).

**Telephone Support:** Toll Free: 866-722-2838 or Direct Line: 361-354-2508

### **I.T. Support Blackboard**

<http://coastalbend.edu/it/>

IT Help Desk

1-361-354-2508

[helpdesk@coastalbend.edu](mailto:helpdesk@coastalbend.edu)

**Live Chat:** Fall/Spring Hours: Monday - Thursday from 8 a.m. to 5 p.m. Summer Hours: Monday – Thursday from 7 a.m. to 6 p.m.

**Tutoring Services:** Coastal Bend College is committed to the academic success of all students enrolled at the college. A variety of services, including academic support, individual tutoring sessions, group tutoring sessions, and online tutoring, are available to students depending on the availability of tutors for the subject matter requested. All tutoring is provided at no cost to current CBC students who are currently enrolled at CBC. On-demand tutoring services are accessible 24 hours a day, seven days a week through the TutorMe platform, which may be accessed through your Blackboard account. To request a tutor, please complete the online tutor request form found at <http://www.coastalbend.edu/tutoring/> to submit your request. If you have any questions about tutoring programs, you can contact to [tutoring@coastalbend.edu](mailto:tutoring@coastalbend.edu).

| Beeville   | Alice   | Kingsville   | Pleasanton   |
|--|---|--|--|
| 3800 Charco Road<br>Beeville, TX 78102<br>1-866-722-2838 | 704 Coyote Trail<br>Alice, TX 78332<br>1-866-891-2981 | 1814 Brahma Blvd.<br>Kingsville, TX<br>78363<br>1-866-262-1615 | 1411 Bensdale<br>Pleasanton, TX<br>78064<br>1-866-361-4222 |

**Grady C. Hogue Learning Resource Center (Library):** Located on the Beeville campus, the operation hours are Monday - Friday from 8:00 a.m. to 5:00 p.m.

(Summer semesters will observe the CBC campus operation hours) For locations and hours of the CBC library in Alice, Kingsville, and Pleasanton sites please visit the library web page link below.

Grady C. Hogue Learning Resource Center (Library): <http://lrc.coastalbend.edu/about>

**Financial Aid:** Resources are available for students for financial aid, work study, and veteran benefits. For additional information, visit our website at <http://coastalbend.edu/finaid> or contact us at 361-354-2238. Office hours: Monday - Friday from 8:00 a.m. to 5:00 p.m.

**ADA Statement:** No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of the College District, or be subjected to discrimination by the College District. Nor shall the College District exclude or otherwise deny equal services, programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. 42 U.S.C. 12132; 28 CFR 35.130(g). See at: [GA \(Legal\)](#)

**Students with Disabilities:** Please notify your instructor of any modification/adaptation you may require to accommodate a disability-related need. You will need to provide documentation to the Director of Accessibility Services so the most appropriate accommodations can be determined. Specialized services are available through the Office of Accessibility Services (OAS) (SSB 4.104, 471-6259). For more information, please email [oas@coastalbend.edu](mailto:oas@coastalbend.edu).

**Scholastic Dishonesty:** Each student is charged with notice and knowledge of the contents and provisions of Coastal Bend College's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Coastal Bend College Policies FLB (Local) and FM (Local). Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion. See at: [FLB \(Local\)](#) and [FM \(Local\)](#).

**Use of E-mail for Official Correspondence to Students:** All students should be familiar with the college's official email student notification policy. Students are expected to check their CBC email on a frequent and regular basis to stay current with college-related communications, recognizing that certain communications may be time-critical.

**Copyright Law and Intellectual Property Rights Policy:** Copyright is the right of an author, artist, composer or other creator of a work of authorship to control the use of his or her work by others. Protection extends to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial and graphic works, sculpture, motion pictures and other audiovisual works, sound recordings and architectural works. Generally speaking, a copyrighted work may not be reproduced by others without the copyright owner's permission. The public display or performance of copyrighted works is similarly restricted. Generally, the unauthorized reproduction, performance or distribution of a copyrighted work is copyright infringement and may subject the infringer to civil and criminal penalties. The Fair Use Doctrine outlines exceptions to this Law and is outlined in Coastal Bend College Policy, [CT \(Legal\)](#).

Coastal Bend College, its faculty, students and employees must comply with Copyright Law. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: [library@coastalbend.edu](mailto:library@coastalbend.edu) or the Office of Marketing and Public Relations at: [socialmedia@coastalbend.edu](mailto:socialmedia@coastalbend.edu).

**Intellectual Property: Student /Third Party Works:** Rights to copyrightable or patentable works created by a student or a third party, that is, not a College District employee, shall reside with the author/ creator. Detailed information on Copyright Law and Intellectual Property Rights is available in Coastal Bend College Policy [CT \(Legal\)](#) and [CT \(Local\)](#).

Questions regarding this information should be directed to the Director of Library Services at: [library@coastalbend.edu](mailto:library@coastalbend.edu) or the Office of Marketing and Public Relations at: [socialmedia@coastalbend.edu](mailto:socialmedia@coastalbend.edu).

**NOTE:** The College website (<http://coastalbend.edu>) serves as the main source with the most current version of the Coastal Bend College Board Policies and the Coastal Bend College Catalog.

Student success is our number one priority at Coastal Bend College and we realize that prompt, effective communication (such as emails, assignment feedback, discussion boards and announcements) plays a significant role in achieving that goal. It is vitally important that you have the proper contact information for your instructor. This should include their phone number, email address, and if applicable, their office number, and office hours. **Faculty schedules can be located online at <http://coastalbend.edu/hb2504/>**

If you have any problems contacting your instructor, or do not receive a prompt response to your inquiries, please contact the Dean or Division Coordinator/Program Director as soon as possible. Their contact information is provided below:

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| Mark L. Secord, Dean<br>Transfer and General Education<br>361-354-2408<br><a href="mailto:secordm@coastalbend.edu">secordm@coastalbend.edu</a> | Anna Hazelrigg, Coordinator<br>Arts, Communications, and Humanities<br>830-569-4222 ext. 1223<br><a href="mailto:hazelrigg@coastalbend.edu">hazelrigg@coastalbend.edu</a> |
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We wish you all the best in your education and encourage you to contact us if you have any questions or concerns.

Keeping student success in sight, faculty in each of the courses will review the course information, including specific reading schedules, assignments, and testing information, with students during the first week of class.

Additionally, the course information will be posted to Blackboard.

***This master syllabus is subject to change due to unforeseen circumstances.***