



North Central State College

MASTER SYLLABUS

2026-2027

- A. Academic Division: Liberal Arts
- B. Discipline: English
- C. Course Number and Title: ENGL1010 English Composition I
- D. Assistant Dean: Laura Irmer, MFA, MA
- E. Credit Hours: 3
- F. Prerequisites: Qualifying placement test scores
OR
Co-requisites: ENGL-0010
- G. Last Course/Curriculum Revision Date: Summer 2025 Origin date: 01/03/2011
- H. Textbook(s) Title:

Open Education Resources (available for download or view)
Write What Matters
 - Authors: Minervini, A, Long, L., Gladd, J.
 - Copyright Year: 2020
 - Edition: 1st
 - ISBN: (Digital)
 - OER LINK: <https://idaho.pressbooks.pub/write/>
- I. Workbook(s) and/or Lab Manual: None
- J. Course Description: This is a basic course in expository writing and critical reading. Students read a variety of nonfiction works and write summaries, analyses, and essays in response to their reading. Students learn to read actively and accurately and to organize, develop, and revise coherent papers appropriate for a college-educated audience. (OTM for First Writing Course TME001)
- K. College Wide Learning Objectives:

College-Wide Learning Outcomes	Assessments - - How it is met & When it is met
Communication – Written	Written Communication VALUE Rubric, Final Portfolio, end of the term.
Communication – Speech	
Intercultural Knowledge and Competence	
Critical Thinking	
Information Literacy	
Quantitative Literacy	

L. Course Outcomes and Assessment Methods:

Upon successful completion of this course, the student shall:

Outcomes	Assessments – How it is met & When it is met
1. Identify and analyze the elements that affect the writing situation—purpose, audience needs, stance, style, and format/structure.	Assigned essays and reading responses and discussions of the readings throughout the term (early and late term).
2. Demonstrate the relationship between critical thinking, reading, and writing techniques.	Assigned papers and exercises, as well as class discussions (throughout the term).
3. Use a flexible and recursive process for writing.	Assigned papers and exercises (throughout the term).
4. Use collaborative techniques in the writing process.	Group discussion of reading and writing assignments, brainstorming, peer review of drafts, and analysis of review comments (throughout the term).
5. Demonstrate a knowledge of conventions—organization, format, grammar, citations, mechanics, style, syntax, and MLA citations.	Accurate use of the conventions of formal writing in assigned papers and exercises (throughout the term).
6. Use electronic technology in the research and writing process.	Use of word processing and editing tools for composition and revision, use of discussion board (or equivalent tools) for generating and discussing ideas for more formal assignments, and use of an e-portfolio for assessment (throughout the term).
7. Write a minimum of 20 pages of formal text.	Required minimum lengths on assignments throughout the term.

M. Recommended Grading Scale:

NUMERIC	GRADE	POINTS	DEFINITION
93–100	A	4.00	Superior
90–92	A-	3.67	Superior
87–89	B+	3.33	Above Average
83–86	B	3.00	Above Average
80–82	B-	2.67	Above Average
77–79	C+	2.33	Average
73–76	C	2.00	Average
70–72	C-	1.67	Average
67–69	D+	1.33	Below Average
63–66	D	1.00	Below Average
60–62	D-	0.67	Below Average
00--59	F	0.00	Failure

N. College Procedures/Policies:

North Central State College believes that every student is a valued and equal member of the community.* Every student brings different experiences to the College, and all are important in enriching academic life and developing greater understanding and appreciation of one another. Therefore, NC State College creates an inclusive culture in which students feel comfortable sharing their experiences. Discrimination and prejudice have no place on the campus, and the College takes any complaint in this regard seriously. Students encountering aspects of the instruction that result in barriers to their sense of being included and respected should contact the instructor, assistant dean, or dean without fear of reprisal.

* *Inclusive of race, color, religion, gender, gender identity or expression, national origin (ancestry), military status (past, present or future), disability, age (40 years or older), status as a parent during pregnancy and immediately after the birth of a child, status as a parent of a young child, status as a foster parent, genetic information, or sexual orientation*

Important information regarding College Procedures and Policies can be found on the syllabus supplement located at

<https://ncstatecollege.edu/documents/President/PoliciesProcedures/PolicyManual/Final%20PDFs/14-081b.pdf>



North Central State College
SYLLABUS ADDENDUM

Academic Division:	Engineering Technology, Business & Criminal Justice	Discipline:	Engineering
Course Coordinator:	N/A		
Course Number:	ENGR-1010-901	Course Title:	Introduction to Engineering
Semester / Session:	Fall 2026	Start / End Date:	8/17/2025 – 12/11/2026

Instructor Information

Name:	Fisher Kalb	Credentials:	BASMET
Phone Number:	419-755-5659	E-Mail Address:	fkalb@ncstatecollege.edu
			Tuesdays: 10:00 A.M. to 10:30 A.M. and 2:10 P.M. to 5:00 P.M.
Office Location:	Kehoe Center – Room 012	Office Hours:	Wednesdays: 10:00 A.M. to 5:30 P.M.

I. Topical Timeline / Course Calendar (Subject to Change):

Week	Topics	Assignment	Due Date
1	Introduction		
	Parts of Computers	PC Questionnaire Quiz	Week 2
	File Explorer	Windows Explorer Lab	Week 2
2	Microsoft Word	Word Processing Quiz	Week 3
		Word Processing Lab 1	Week 3
3	Engineering Fields and Careers	Engineering Fields and Careers Quiz	Week 4
		Engineering Fields and Careers Research Paper	Week 5
4	Microsoft Excel	Spreadsheets Quiz	Week 5
		Contractor Assignment	Week 5
5	Graphing and Charts	Charts and Graphs Quiz	Week 6
		Create Graphs in Spreadsheets	Week 6
6	Microsoft PowerPoint	PowerPoint Presentation Quiz	Week 7
		PowerPoint Presentation Lab	Week 7
7	Presentation Week		
8	Midterm Exam	Midterm Exam	Week 8
9		FALL BREAK	
10	Engineering Ethics and Disasters	Engineering Ethics and Disasters Quiz	Week 11
		Engineering Disasters Research Paper	Week 12
11		VETERAN'S DAY	
12	Introduction to Python	Introduction to Python Quiz	Week 13
		Python Lab 1	Week 13
		Python Lab 2	Week 13
13	Introduction to Python Continued	Text and Number Manipulation Quiz	Week 14
		Python Lab 3	Week 14
		Python Lab 4	Week 14
14	Python Programming Part 1	Inputs and Lists Quiz	Week 15
		Python Lab 5	Week 15
		Python Lab 6	Week 15
15	Python Programming Part 2	Tuples, Functions, and Conditional Statements Quiz	Week 16
		Python Lab 7	Week 16
		Python Lab 8	Week 16

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Week	Topics	Assignment	Due Date
16	Python Programming Application	Loops Quiz	Week 17
		Python Lab 9	Week 17
		Python Programming Project - C to F	Week 17
		Conversion	
17	Final Exam	Final Exam	Week 17

II. Grading and Testing Guidelines:

Final Grade Calculation

Activity	Qty	Points	Percentage
Quizzes	12	N/A	30%
Assignments	17	N/A	30%
Midterm Exam	1	30	20%
Final Exam	1	30	20%

1. **Introduction**
 - a. Introduces students to the course
2. **Parts of Computers**
 - a. Describes the main parts of a computer
 - Central Processing Unit
 - Hard Drive
 - Random Access Memory
 - Motherboard
3. **File Explorer**
 - a. Describes the features of the File Explorer
 - Creation of a folder
 - Rename a folder or file
 - Access various drives
 - Sort files
 - Move files
 - Copy files
 - Delete files
 - Compress files
4. **Microsoft Word**
 - a. Describes the basics of word processing
 - Opening a document
 - Cut, copy, and paste
 - Change fonts and font size
 - Emphasize Text
 - a) Bold
 - b) Italicize
 - c) Underline
 - d) Highlight
 - e) Color
 - Use superscript and subscript
 - Create bulleted lists
 - Align text
 - Use Find and Replace
 - Insert tables, pictures, and links
 - Use headers, footers, and page numbers
 - Change page orientation
 - Indent text

- Format line spacing
- Save the document
- Rename the document
- 5. **Engineering Fields and Careers**
 - a. Describes the various fields and careers which require engineers
- 6. **Microsoft Excel**
 - a. Describes the basics of spreadsheets
 - Opening a document
 - Rows, columns, and cells
 - Data types
 - Entering equations
 - Referencing other cells
 - Referencing a group of other cells
 - General Excel Functions
 - a) SUM
 - b) AVERAGE
 - c) MAX
 - d) MIN
 - e) COUNT
 - f) COUNTA
 - The Function Wizard
 - The Fill command
 - Change fonts and font size
 - Emphasize cells
 - a) Bold
 - b) Italicize
 - c) Underline
 - d) Border
 - e) Highlight
 - f) Color
 - Format cells
 - Adjust width of columns and height of rows
 - Insert columns and rows
 - Save the document
- 7. **Graphing and Charts**
 - a. Describes the creation of graphs and charts in Microsoft Excel
- 8. **Microsoft PowerPoint**
 - a. Describes the basics of slideshows
- 9. **Presentation Week**
 - a. Students present the PowerPoint Presentation Lab
- 10. **Midterm Exam**
 - a. Students take the Midterm Exam
- 11. **Engineering Ethics and Disasters**
 - a. Describes the NSPE Code of Ethics for Engineers and disasters which resulted from unethical decision making
- 12. **Introduction to Python**
 - a. Describes the features of Python
- 13. **Introduction to Python Continued**
 - a. Describes the features of Python
- 14. **Python Programming Part 1**
 - a. Describes the features of Python
- 15. **Python Programming Part 2**
 - a. Describes the features of Python
- 16. **Python Programming Application**
 - a. Describes the features of Python
- 17. **Final Exam**
 - a. Students take the Final Exam

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III. Examination Policy:

1. The reasons for which a student will be excused from taking an examination _____
 - a. Hospitalization (with documented verification)
 - b. Death in the immediate family (with documented verification)
 - c. Personal illness or illness in immediate family - (doctor's excuse required).
2. A student who misses an examination for any reason is responsible for contacting the instructor prior to the absence and scheduling a make-up date for the examination
3. No makeup opportunity will be given for absences of unscheduled quizzes.

IV. Class Attendance and Homework Make-Up Policy:

1. Class attendance is mandatory unless otherwise specified
 - a. Students not attending the first day of the class will be automatically dropped from the class
2. Students are responsible for completing assignments by the specified due dates
 - a. Students unable to complete assignments by the specified due date are at risk of point reduction at the instructor's discretion

V. Classroom Expectations:

1. Everyone is expected to be courteous to fellow students and their instructors while in the classroom. Disruptive behavior cannot be tolerated for the sake of all students. The instructor determines what is disruptive behavior.