Nashville State Community College
School of Business and Professional Studies
Administrative Professional Technology

Fall 2024 Master Course Syllabus
7-Week Term - Online

ADMN 1305 – Business English

The purpose of the syllabus is to tell you how the course is organized, what the expectations are, and how you will be graded. In addition, there is important information about how the college will operate during severe weather and how the college will communicate with you. The syllabus is not a contract. Instead, it is meant to help you succeed in this course. If any of the content changes during the course term, you will be notified.

Course Information:

Course Title: ADMN 1305 Business English
Credits: 3
Class Hours: 3

Course Description:

A course emphasizing the rules and accepted practices of English grammar in the contemporary business office.

Prerequisite(s): Level 2 placement in English and Reading
Semester Availability: Fall, Spring
Not part of a Tennessee Transfer Pathway

Instructor Information:

Name: Beverly Collins
Email: beverly.collins@nscc.edu
Office Phone: 615-353-3772
Office Location: C-232D White Bridge Campus
Office Hours: TBA
Instructor Zoom Room link: TBA

Required Textbook(s) & Other Materials:
Textbook(s): *Business English* 13th Edition with MindTap by Mary Ellen Guffey and Carolyn Seefer, Cengage
ISBN: Digital Course Materials (DCM) ISBN: 9781337910811

Hardcopy ISBN: 9780357033784 (In addition to the e-text, some students may also want a printed copy of the textbook, but all work can be completed using the e-text embedded inside MindTap.) **This ISBN does NOT include access to MindTap which is required**.

Once you have registered for your courses, you should make sure you have the correct textbook and materials for each course. Before courses begin, you can do this by looking up your courses on the [bookstore's website](https://www.bkstr.com/nsccstore/shop/textbooks-and-course-materials) (https://www.bkstr.com/nsccstore/shop/textbooks-and-course-materials) using your A# or by entering your course information. If you are registered with the Access Center and need an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3363 or accesscenter@nscc.edu.

Digital Course Materials: These ensure you pay less for your course materials and have easy access through D2L throughout the term. When you registered for this course, the charge for these materials appeared on your account. If you decide you do not want to purchase the course materials embedded in NS Online, you can opt out of the program **until the end of the second week of classes**. If you opt out, you will be responsible for purchasing the required course materials on your own. For more information, please visit www.nscc.edu/dcm.

Honors Option: Honors credit is available in some classes. If you are interested in participating in the Honors Program, please see your instructor within the first four weeks of class.

Course Outcomes: At the end of the term, this is what you should know and/or be able to do:

- Proofread and edit business documents.
- Apply correct business English grammar rules.
- Apply the proper use of business vocabulary and spelling.

Course Competencies:

The following are detailed course competencies, or specific skills or knowledge, intended to help you achieve the course outcomes:

- Identify the parts of speech.
- Recognize fragments, comma splices, and run-on sentences.
- Identify the correct use of possessives, plurals, abbreviations, and pronouns.
- Identify errors in verb usage, subject/verb agreement, punctuation, capitalization, and number usage.
- Use adjectives, adverbs, prepositions, conjunctions, and interjections correctly.
- Use commas, semicolons, and colons correctly.
- Proofread and edit business messages.
- Choose correctly spelled words.
- Demonstrate an understanding of business vocabulary terms.
- Discuss various topics related to business English.

The following are general education competencies intended to support the course outcomes:

- Write clear, well-organized documents.
- Know how to locate, evaluate, and use information sources.

Topics to Be Covered:

Please see the **course schedule** for detailed assignment due dates.

- Parts of Speech
- Sentences
- Nouns
- Pronouns
- Verbs
- Subject-Verb Agreement
- Modifiers: Adjectives and Adverbs
- Prepositions
- Conjunctions
- Commas
- Semicolons and Colons
- Other Punctuation
- Capitalization
- Numbers
- Developing Spelling Skills
- Developing Vocabulary Skills

Course Assessments: We will use the following assessments to demonstrate your understanding, knowledge, and skills:

- Unit Quizzes   24%
- Spelling Review Quizzes   12%
- Editing Assignments   18%
- Discussions   6%
- Tests   40%
- **Total**   **100%**

Grading Policy:

Unit Quizzes

Quizzes will be given covering material in each unit. You will have three attempts on the quizzes, and the highest grade will be recorded. Quizzes will be scored automatically after they are submitted, and grades should be posted immediately. They are worth **40 points** each.

Spelling Review Quizzes

Quizzes will be given covering spelling words on frequently misspelled words lists provided in the text. Quizzes will be scored automatically after they are submitted, and grades should be posted immediately. They are worth **20 points** each.

Editing Assignments

Students will complete chapter assignments online in **MindTap**. **Practice exercises** and a **graded exercise** (**Real-world editing exercise**) are included for each chapter. Practice exercises allow students the opportunity to track their learning progress as the exercises provide automatic feedback. Some practice exercises within each chapter allow students multiple attempts to complete the exercises.

The graded chapter assignments (Real-world editing exercises in MindTap) are worth **30 points** each. Assignment grades will be posted within one week.

Discussions

Your instructor will post **assigned discussion questions** on the discussion board. Participation in these discussions is required and will be counted as part of the final grade. **Discussion assignments are worth 10 points** each. A discussion grading rubric will be used to evaluate discussions and will be posted in the discussion assignment. Discussion grades will be posted within one week.

Tests

Three unit tests and a final exam will be given. Each exam is worth 100 points. Tests must be completed by the DUE date. Test grades will be posted within one week.

Grading Scale:

Letter Grade	Percentage Range
A	90-100%
B	80-89%
C	70-79%
D	65-69%
F	64% or below

FA

If you stop attending class or if you are in an online class and stop submitting assignments, but do not turn in a withdrawal form by the deadline, you are still enrolled in class. You will be given a grade of FA, which means you have failed due to not attending class and not completing your assignments. Please refer to the current academic calendar available on the Nashville

State web site, looking for the date that indicates it is the "Last Day to Earn F for Attendance (FA)." If you stop attending your course after this date, you will receive an F.

FN

An FN is awarded if you have never attended your course or done any of the work in an online course.

Late Work Policy & Make-up Procedures for Missed Assignments and Work:

Assignments, quizzes, and discussions have **due dates** and **cutoff dates**. In order to allow a grace period for late submissions, the **cutoff date** for assignments will be **two days after the due date**. Assignments, quizzes, and discussions will NOT be accepted after the cutoff date. Tests must be completed by the **DUE dates**.

Attendance Policy

General Policy

- *You are responsible for all work/tests that occur during any missed course session(s) regardless of reason(s) for absence.*

Instructor's Policy

The attendance policy for this course is the following: Attendance in this course is critical to success. A student is expected to attend all scheduled classes. In online courses, attendance is determined by online communications and is based on the student's completing assignments, quizzes, discussions, and tests by the due dates.

A successful outcome to this course requires students to complete and submit assignments and exams as outlined by the instructor. Students are expected to manage their schedules in order to complete their assignments and tests by the due dates.

Absences in a course may affect a student's final grade. The student is responsible for all assigned work in the course regardless of excused or unexcused absences.

If for any reason it is not possible for you to continue with the class, it is your responsibility to complete and process a form to officially drop the class by the last withdrawal date for the current term, which is listed in the Nashville State catalog.

For financial aid purposes, **attendance** is measured by participation in the course. Instructors can determine your level of participation in several ways. Some of those ways are the following:
- continued attendance
- participation in on-ground or virtual class sessions
- participating in D2L as prompted
- responding to an instructor's email
- posting to a discussion board

- completing and submitting assignments

Technology Statement

- All classes at the College are web enhanced. "Web enhanced" means that components of the course, such as assignments and online discussions, may be located online in the class D2L/NS Online course shell and used in the course, even if the course meets in a classroom on ground.
- You must have access to a computer and an Internet connection to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells.
- You may also be required to use free video conferencing platforms (examples: Zoom, Teams, etc.) for course sessions and meetings.
- You will be responsible for appropriate dress while on video. This means that you are expected to dress as if you were in a classroom.
- You will be responsible for a distraction free environment while on video. This means that the professor and others in the course should not be able to hear noise in your home, such as cell phones, TVs, or barking dogs. The best way to do this is to keep yourself on "mute" until you need to speak.
- You will be responsible for making sure your background is neutral. Keep in mind that students and professors come from all around the world, and you are all a part of our community. Therefore, please avoid having images in your background that may be offensive to your classmates.
- Certain publisher materials, such as textbook figures, may not work on cellphones and may require a laptop or a tablet.
- If you have questions or concerns regarding access to a computer or internet resources, please contact your instructor. Additional information is available on the access to internet and technology website.

Computer Labs

Computers are available for all Nashville State students to use at each campus during open hours. Open computer lab availability may vary from campus to campus.

You should check the NSCC website for current hours of operation.

D2L/NS Online and myNSCC

It is your responsibility to check your email in **both** D2L/NS Online course shells and your @my.nscc.edu (student email) on a regular basis. These are the official communication channels between the college and you. You are responsible for the information communicated through these email channels. D2L/NS Online emails contain specific course information and @my.nscc.edu emails contain important information from college offices, such as Financial Aid.
- Login to your MyNSCC to access your NSCC info and My Self Service.

ADA Compliance Statement

If you need accommodations due to a disability, please do not hesitate to reach out to our Access Center. Disabilities for which you can receive accommodations include documented physical, emotional, and/or learning conditions. Nashville State is committed to supporting your success, and we encourage you to get assistance if needed. If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3363, or e-mail accesscenter@nscc.edu.

Classroom Misconduct

Disruptive conduct is not allowed in the classroom. Disruptive conduct is any behavior that prevents students from learning and interferes with the ability of the instructor to teach. This may change from course to course; therefore, your individual instructors will give you guidance on what qualifies as "disruptive conduct" in their courses. Please review the Nashville State Student Code of Conduct policy. Please be aware that children are not allowed in class or to be left unattended on campus.

Academic Misconduct

You have started this academic journey to prepare for a future career. Because of this, it is important that you learn the materials being presented in your courses. For this reason, cheating, in any form, robs you of your opportunity to learn and master the material that will enable you to succeed in that future career. Nashville State has a clear Academic Misconduct Policy that you are expected to follow. In addition, your instructors will clarify what Academic Misconduct looks like and the consequences for violations in each course that you take. The instructor has the authority to assign an "F" or a "zero" for such violations or for the term grade.

Academic Early Alert System

If you are not doing well in your course, your instructor may send you an Early Alert through your @my.nscc.edu email. This email will go to your academic advisor and Student Success advisor, as well. If you get an Early Alert, contact your instructor immediately. Instructors send these when they want to help you figure out how to get extra support to pass the course. An Early Alert does not mean that you have already failed the course. Rather, it means you are in danger of failing the course if you do not change your learning strategy. Please use an Early Alert to your advantage and as an opportunity to improve your grade.

RAVE Emergency Alert System

You can log in to this free alert system to receive text messages about emergencies related to NSCC campuses through the RAVE app: getrave.com/login/nscc. The instructions for this are listed below.

- Your RAVE Username is your NSCC email address.

- If you've never received an email from RAVE with your password, or if you need to reset your password, select "Forgot your password?" and a new password will be emailed to you.
- Should the RAVE system indicate "user not found", select Register and create your own RAVE account.

Student Wellness

Your well-being is important to us. With this in mind, the college has several resources available to provide support when needed:

- Free tutoring provides assistance beyond the classroom to help you make the most of your college education.
- These resources include information on student support, student D2L resources, NSCC email, scheduling, online courses, and more.
- Services that help with bus passes, food, childcare, textbooks, housing, financial counseling, personal counseling, suicide prevention, health insurance.

Equity Statement

Nashville State Community College strives to ensure that each student receives what that student needs to be successful, with goals of success beyond the classroom. We understand and practice ideals of equity and inclusion for our students by embracing a full spectrum of experiences, viewpoints, and intellectual approaches in order to overcome barriers to success.

Inclement Weather & Campus Closings
You get notices about campus closings in these places: text messages from RAVE and the Nashville State website. Even when campuses are closed, you are still responsible for completing all assigned work. Check D2L/NS Online for a message from your instructor so you do not miss important assignments and due dates, which may change due to the campus closure.

Class Cancellation Policy

Our instructors post messages about cancelling classes in the D2L/NS Online course shells and/or on the classroom door on campus. These messages can be found in the News and Content section or the Email tab in the online shell. Please check these to be sure that you take advantage of opportunities for learning and points toward your grade.