

**Nashville State Community College
Business, Management, and Hospitality
Administrative Professional Technology**

2019 Master Course Syllabus

ADMN 1305 – Business English

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@nsc.edu

Office Phone: 615-353-3772

Office Location: C-232D

Office Hours:

Required Textbook(s) & Other Materials:

Textbook(s):

- Bundle: *Business English* (loose leaf) 13th Edition with MindTap access code, by Mary Ellen Guffey and Carolyn Seefer, Cengage

ISBN: 9780357209332

Once enrolled, all students should verify that they have the correct textbook and materials information by consulting the D2L/NS Online shell for the course. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center at 615-353-3721, 615-353-3741, or accesscenter@nsc.edu.

Course Outcomes:

Upon successful completion of this course, students should be able to:

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

Course Competencies:

The following are detailed course competencies intended to support the course outcomes:

1. Identify the parts of speech.
2. Identify and correct errors in subject/verb agreement, possessives, plurals, abbreviations, pronoun selection, capitalization, punctuation, and number usage.
3. Identify fragments, comma splices, and run-on sentences.
4. Proofread and edit business letters, e-mails, memos, and social media posts.
5. Identify correctly spelled words.
6. Demonstrate an understanding of business vocabulary terms.
7. Discuss online resources on various topics related to business English.

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

1. Write clear, well-organized documents.
2. 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 and Grading Policy:

The following performance assessments will be used to demonstrate students' understanding, knowledge, and skills:

- Assignments 25%
- Quizzes 25%
- Discussions 10%
- Tests 40%
- **Total 100%**

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

Please refer to your individual instructor's syllabus for late work policy and make-up work procedures.

Attendance Policy

Students are expected to attend all scheduled classes and laboratories. 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. Tardiness may also affect a student's final grade.

In online courses, attendance is signaled by logging on to the D2L/NS Online shell, participating as prompted (e.g., responding to an instructor's email, posting to a discussion board) and/or completing and submitting assignments. Campus closures do not affect attendance and assignment completion in online courses.

Grading Scale:

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

FA

According to NSCC policy, an FA is awarded to students who do not officially withdraw from a course and do not attend after the cut-off date provided in the academic calendar. 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)." Students who stop attending on or before this date receive an FA; students who stop attending after this date receive an F.

For online courses, attendance is defined by submission of assignments. Students who fail a course and whose last assignment is submitted on or before the FA date will earn an FA for the course. Students who fail a course and whose last assignment is submitted after the FA date will earn an F for the course. An FN is assigned to students who do not submit any assignments.

FN

An FN is awarded to students who never attended class.

Technology Statement

Nashville State's classes are considered to be web-enhanced. Faculty have an expectation that students will use a computer and the Internet to complete assignments, engage in online discussions, and access various course materials through D2L/NS Online course shells. Computers are available for student use at each campus during campus open hours.

D2L/NS Online and myNSCC

It is students' responsibility to check D2L/NS Online course shells for all enrolled courses and myNSCC, including student email, on a regular basis. These are the official communication channels between the college and students, who are responsible for the information communicated through those channels. D2L/NS Online contains specific course information and myNSCC contains information important for other purposes.

ADA Compliance Statement

Nashville State complies with the Americans with Disabilities Act (ADA). If you require accommodations for any courses in which you are enrolled, contact the Access Center at 615.353.3741 or 615.353.3721, or e-mail accesscenter@nsc.edu. If you are registered with the Access Center and require an alternate format for the textbook and other course materials, please contact the Access Center.

Classroom Misconduct

Nashville State Community College has a zero-tolerance policy for disruptive conduct in the classroom. Students whose behavior disrupts the classroom will be subject to disciplinary measures. 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

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. Students are responsible for understanding and abiding by the [Academic Misconduct Policy](#) in the Nashville State Student Code of Conduct. In addition to other possible disciplinary measures that may be applied through regular college procedures as a result of academic dishonesty, the instructor has the authority to assign an "F" or a "zero" for the exercise, paper, or examination, or to assign an "F" for the course. Students may appeal through the appropriate college grade appeal procedures.

Academic Early Alert System

Nashville State Community College uses an Early Alert System to let students know of a faculty member's concern in one or more of these academic areas: lack of attendance, lack of classroom participation, late or missing assignments, and/or poor performance on assignments/tests. *Please note that Early Alerts do not affect a student's academic standing. If you receive an Early Alert email, please see your instructor and your academic advisor as soon as possible.

RAVE Emergency Alert System

Emergency events can happen at any time and Nashville State Community College wants to be able to notify students if and when they occur. For this reason, all students have been enrolled in the free RAVE alert system. If you have not already done so, please log in at <https://www.getrave.com/login/nsc> to confirm and update your contact information and notification preferences. It is critical that your information be correct so that you will receive any emergency notifications. 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.

Inclement Weather & Campus Closings

Nashville State will use the RAVE alert system to send a text message to students, staff, and faculty about adjusted hours of operation and/or closings at individual campuses. All students should check the Nashville State web site home page at www.nsc.edu for announcements on campus closures, which may vary from campus to campus. Campus closures will also be announced on local television stations. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.

Even when campuses are closed, students are still responsible for completing all assigned work. When classes are cancelled, faculty will post online assignments and any additional instructions in the D2L/NS Online course shell. Check D2L/NS Online for a message from your instructor regarding your online assignment requirements. Faculty have discretion over adjusting deadlines or due date for assignments, but students are responsible for completing all assigned work by the due date established by the instructor.

Class Cancellation Policy

If the class is cancelled, the instructor will notify all students by posting in the D2L/NS Online course, e-mailing through D2L/NS Online, and/or by posting a sign on the classroom door. In the event of class cancellation, students must access D2L/NS Online to complete classwork and the assignment that will be posted in the course D2L site.