

**Nashville State Community College  
Business & Applied Arts Division  
Office Administration**

**Master Course Syllabus**

**This master course syllabus is meant simply as a guide and overview of the course. Each instructor will further clarify their criteria for grading, classroom procedures, attendance, exams and dates, etc. on his/her course syllabus.**

**OAD 2000 Creating a Professional You**

1 Credit

1 Class Hour

A one-hour course emphasizing business communication skills needed in the search for employment. Topics include personal resume creation, interview skills, and employment-related document creation (letters of application, interview thank-you and follow-up, letter/message of job-offer acceptance). Students will also survey communication soft-skills key to employment relationships. **Note:** This class will not apply toward an AAS in Office Administration.

**Prerequisite(s):** Level 2 placement in English and Reading.

Semester Availability: Fall, Spring

Instructor Information:

Name:

Email:

Office Phone:

Office Location:

Office Hours:

**Textbook and Other Materials:**

Textbook: Resumes, Cover Letters, Networking, and Interviewing, 4th Edition, by Clifford W. Eischen and Lynn A. Eischen, Fourth Edition, Cengage Learning, 2013, Textbook ISBN-13: 978-1-111-82084-8

Supplies:

- Access to word processing software.
- Access to the internet which allows upload of large files and large numbers of files.
- File storage device (flash drive or personal hard drive) to store course work.

**Course Outcomes:**

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

- Create a customizable employment resume.

- Incorporate current business formatting standards when preparing employment related documents.
- Consider best practices and current knowledge of business environment realities and standards when looking for employment.

### Course Competencies:

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

- Create, edit and format a resume customized to specific job openings.
- Create, edit and format a letter of application.
- Create a thank you letter for interview/follow-up.
- Create a potential list of references.
- Utilize an updated inventory of personal skills, experiences, and interests.
- Present as a polished and confident interviewee in an employment situation.
- Create a class presentation on an employment-seeking topic.

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

- Write clear, well-organized documents.
- Locate, evaluate, and use multiple sources of information.
- Use critical thinking skills.
- Use and adapt current technologies.

### Topics to Be Covered:

Lesson	Topic
<b>Lesson 1</b>	Getting the Interview
<b>Lesson 2</b>	Creating a Strengths Inventory
<b>Lesson 3</b>	First Draft of a Resume
<b>Lesson 4</b>	Second Draft of a Resume
<b>Lesson 5</b>	Formatting Resumes for Multiple Uses
<b>Lesson 6</b>	Using Online Resources to Find Job Openings
<b>Lesson 7</b>	Writing Effective Cover Letters
<b>Lesson 8</b>	Assembling Reference Lists and Resources for Applications
<b>Lesson 9</b>	Successful Resume Submission and Follow-Up
<b>Lesson 10</b>	Networking and Social Networking
<b>Lesson 11</b>	Interviewing

### Course Assessments:

The following performance assessments will be used to demonstrate students' understanding, knowledge and skills. All work is submitted to an NS Online dropbox:

**Resume:** Students will create a personal resume over several lesson assignments. Students will receive feedback after each submission.

**Employment-related Letters:** Students will write a resume cover letter and interview follow-up letter.

**Assignments:** An assignment relates to each lesson. Assignments are submitted via a NS Online drop box.

**Mock Interview:** Students will schedule and attend a mock interview with the campus career center. This offers the student opportunity for feedback on interview techniques and skills.

**Discussion Board Submissions:** Students will identify and report on three employment related topics of choice. The reports are posted on a discussion board so that other students can read and grow from their research.

**Final Exam:** Students will take a proctored final exam without the use of notes. The exam is given in the NSCC test Center.

## Grading Policy

Required Course Assignment	Percentage of Course Grade
Resume	20%
Employment-related Letters	10%
Assignments - One per lesson	30%
Mock interview	15%
Discussion Board submissions	10%
Final Exam	15%

## Grading Scale:

Letter Grade Earned	Calculated Course Average
A	90 – 100 %
B	80 -- 89%
C	70 -- 79%
D	65 – 69%
F	Less than 65%

## Make-up procedures for missed assignments and work.

Consult the syllabus of your instructor which is found in NS Online to determine the policies for missed assignments and work.

## Attendance Policy

A student is expected to attend all scheduled classes and laboratories. Each instructor will formulate an attendance policy and provide it on the course syllabus. Absences are counted from the first scheduled meeting of the class, and it is the responsibility of each student to know the attendance policy of each instructor in whose class he/she is enrolled. If a student is absent from a class, he/she should give an advanced explanation to the instructor. 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.

Failure to attend class will result in a final course grade of "FA" or "FN" (see explanation below) depending on the individual instructor's course policy.

FA= failure, attendance-related (unofficial withdrawal) Last recorded date of attendance required.

FN= failure, never attended class (unofficial withdrawal)

## **Student Communication Channels**

It is the student's responsibility to check D2L and MyNSCC email on a regular basis. These are the official communication channels between the college and students. Students are responsible for the information communicated through those channels. D2L contains specific course information and MyNSCC contains information important for other purposes.

## **ADA Compliance Statement**

Nashville State complies with the Americans with Disabilities Act. If you wish to request any special accommodations for any courses in which you are enrolled, contact the Student Disabilities Office at 615.353.3721.

## **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 sanctions. Please consult your Student Handbook for more specific details.

The instructor has primary responsibility for control over classroom behavior and maintenance of academic integrity. He/she can order temporary removal or exclusion from the classroom of any student engaged in disruptive conduct or in conduct which violates the general rules and regulations of the College.

Disruptive behavior in the classroom may be defined as, but is not limited to, behavior that obstructs or disrupts the learning environment (e.g., offensive language, harassment of students and professors, repeated outbursts from a student which disrupt the flow of instruction or prevent concentration on the subject taught, failure to cooperate in maintaining classroom decorum, etc.), the continued use of any electronic or other noise or light emitting device which disturbs others (e.g., disturbing noises from beepers, cell phones, palm pilots, lap-top computers, games, etc.).

Please be aware that children are not allowed in class or unattended on campus.

## **Academic Dishonesty (Honor Code)**

Any form of academic dishonesty, cheating, plagiarizing, or other academic misconduct is prohibited. "Plagiarism may result from: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words (A Writer's Reference 331). Academic dishonesty may be defined as, but is not limited to, intentionally trying to deceive by claiming credit for the work of another person, using information from a web page or source without citing the reference, fraudulently using someone else's work on an exam, paper, or assignment, recycling your own work from another course, purchasing papers or materials from another source and presenting them as your own, attempting to obtain exams/materials/assignments in advance of the date of administration by the instructor, impersonating someone else in a testing situation, providing confidential test information to someone else, submitting the same assignment in two different classes without requesting both instructor's permission, allowing someone else to copy or use your work, using someone else's work to complete your own, altering documents, transcripts or grades, and forging a faculty/staff member's signature.

In addition to other possible disciplinary sanctions that may be imposed 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.

### **Inclement Weather Policy**

In the event of an inclement weather event, check the Nashville State web site home page at [www.nsc.edu](http://www.nsc.edu) for announcements on campus closures. Campus closures will also be announced on local television stations (channels 2, 4, 5, and 17).

When classes are cancelled, an online assignment will be posted in NS Online. Check your NS Online email for a message from your instructor regarding your online assignment requirements. Even though classes may be cancelled, some areas, i.e. Testing Center, may be open. However, you should check before commuting to campus.

The Vice President for Academic Affairs and the Director of Security are responsible for cancellation decisions during an inclement weather event for the Nashville State main campus and the Southeast campus. Cookeville, Waverly, and Dickson Campus Directors will make class cancellation decisions based on conditions in their respective areas. Decisions about class cancellations are based on actual conditions, not forecasts. The perspective used for making decisions is that of the college as an employer, not as a K-12 institution. Students should use their own best judgment in determining whether to report to campus during inclement weather when classes are not cancelled.