

Course Syllabus

NTM 2010 Syllabus--Business English (Fall 2015)

Prerequisites

NTM 1700 or NTM 1701 or equivalent since students will use Microsoft Word to complete some of the assignments.

Textbook

Guffey, Mary Ellen; Seefer, Carolyn M. Business English, 11th Edition, Cincinnati: Cengage Learning 2014.

Course Description

NTM 2010 covers business English essentials including grammar, punctuation, proofreading, and correspondence (See University catalog.)

Course Objectives

Upon completion of this course, the student will be able to

1. Use a dictionary to determine spelling, meaning, pronunciation, syllabication, accent, and word usage.
2. Recognize the eight parts of speech and their functions in a sentence.
3. Recognize subjects and predicates; convert fragments into complete sentences.
4. Correctly form noun plurals and noun possessives.
5. Distinguish between personal possessive pronouns and contractions; select correct personal pronouns.
6. Make personal pronouns agree with their antecedents; correctly use who and whom.
7. Convert sentences written in passive voice to active voice; create sentences using the subjunctive mood.
8. Write verbs in the present, past, and future tenses correctly.

9. Achieve subject-verb agreement in sentence construction.
10. Correct dangling verbal phrases and other misplaced modifiers; correctly punctuate verbal phrases.
11. Use the correct forms of adjectives and adverbs.
12. Correctly use prepositions; use appropriate number of prepositions in each sentence.
13. Correctly punctuate compound sentences joined by conjunctions or conjunctive adverbs.
14. Recognize and punctuate simple, compound, complex, and compound-complex sentences.
15. Correctly punctuate sentences with commas, semicolons, colons, and other miscellaneous punctuation marks.
16. Appropriately apply capitalization and number rules.

Grading

Grading will be according to the following scale:

100-94=A

93-90=A-

89-87=B+

86-83=B

82-80=B-

79-77=C+

76-73=C

72-70=C-

69-67=D+

66-63=D

62-60=D-

59-0=E

Grading will be based on total points from the following:

Six Unit Exams - 60%

Final Exam - 10%

Blooper & RF Exercises - 10%

Unit Assignments - 10%

Practice Exams (Quizzes) - 10%

No Incomplete grades are given for this course. Students must complete everything by the deadline dates. Check the Canvas gradebook ensure scores have been recorded.

Students are expected to complete their own assignments and exams. Any violation of the WSU Honor Code will be dealt with to the fullest extent. If students are caught cheating in this course, they will be subject to academic discipline including the imposition of university sanctions. A description of cheating and possible sanctions is found in the WSU Student Code available on the WSU home page and at the office of the Vice President for Student Services and the WSUSA office.

Self-Help Exercises/Unit Reviews

Self-Help Exercises: Complete the chapter Self-Help Exercises located at the end of the textbook. Although students do not submit these assignments for credit, they provide additional help to complete assignments and pass exams. The key to these exercises is provided at the end of the textbook. Do not submit these assignments online.

Unit Reviews: The unit reviews are optional as well. Do not submit these reviews online.

Reinforcement Exercises & Spot the Blooper

Reinforcement Exercises: Complete the reinforcement exercises in each chapter. An answer key is provided in the NTM 2010 online course. Submit this assignment online by composing a short message to the instructor stating that you have finished the reinforcement exercise for this chapter.

Spot the Blooper: These exercises are found in the text. Key these assignments into the submission box on Canvas.

Unit Assignments

Unit Assignments are found at the end of each unit. Read the section in the Writer's Workshop in the text as well as the instructions in Canvas prior to doing these assignments.

Practice Exams (Quizzes)

Practice exams (quizzes) are provided for each chapter to determine how well students understand the chapter. These practice exams are similar to the unit exams and let students know if they are ready for the unit exams.

Students may take these practice exams as many times as they like. The highest score is recorded in the Canvas gradebook automatically. If students don't score well on the practice exams, then the chapters should be reviewed again. Review the feedback on each question as well. The feedback contains the page number in the textbook where the information for that question can be found. Be sure to know why each option is either correct or incorrect. The practice exams can be taken again at the end of the semester as preparation for the final exam.

Unit Exams

Unit exams are taken in the WSU Testing Centers using the Chitester program. These exams may only be taken once and are a major portion of the final grade; consequently, be sure to complete all assignments and practice exams (quizzes) prior to taking each unit exam.

Students living within 50 miles of Weber State University must take the unit and final exams at a WSU Testing Center. Plan a minimum of one hour to take each unit exam. Students must bring a picture ID to show the test administrator. Also, check each WSU Testing Center hours.

Students living outside Weber, Davis, or Morgan counties may request a proctor for secure online testing. See the Chi Tester Users' Manual for information about arranging a Remote Proctor.

Final Exam

The final exam is comprehensive and will be taken on Chitester in a WSU Testing Center. It

must be taken no later than the date listed on the home page; however, students may take the final exam early. The final exam consists of 100 multiple choice and true/false questions taken randomly from a database of questions. Students may retake the practice exams (quizzes) as a review for the final, which will indicate what chapters need to be reviewed more carefully.

Withdrawal

The last day to withdraw from this class is the end of the ninth week. The last day to completely withdraw from school (from all classes) is also the end of the ninth week.

Accommodations

Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in Room 181 of the Student Service Center. SSD can also arrange to provide course materials (including this syllabus) in alternative formats if necessary.

Correspondence

Normally, students will receive a response to e-mail or Canvas communication within 24 hours excluding weekends.

Deadlines

Students may complete all assignments and exams early; however, late assignments and exams will receive a 20 percent late penalty. Students will only have up to one week after a due date to complete a late assignment or exam. No late work will be accepted after one week following the due date. Please see the list below and/or the calendar for course deadlines.

Practice exams will be recorded in the gradebook immediately. All other assignments and exams will be graded and recorded after the deadline for the assignment or exam. When assignments are graded, students will see a score. The Unit Exams and Final Exam will be downloaded by the instructor within two days after the deadline.