



**Business Communications BMGT1305**  
**Course Syllabus Spring 2019**

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“Northeast Texas Community College exist to provide responsible, exemplary learning opportunities.”

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| Office Hours | Monday                   | Tuesday                   | Wednesday                | Thursday                  | Friday            | Online/Zoom                                      |
|--------------|--------------------------|---------------------------|--------------------------|---------------------------|-------------------|--|
|              | 7:30 a.m. –<br>9:30 a.m. | 8:00 a.m. –<br>11:00 a.m. | 7:30 a.m. –<br>9:30 a.m. | 8:00 a.m. –<br>11:00 a.m. | By<br>Appointment | Wednesday<br>evenings 7:00<br>p.m – 7:30<br>p.m. |

*The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course.*

**Catalog Course Description (include prerequisites):** Development of writing and presentation skills to produce effective business documents and professional communications.

**Required Textbook(s):**

Guffey, Mary Ellen Essentials of Business Communications, 9<sup>th</sup> Edition.

**Publisher:** Thomson. Southwestern

**ISBN Number:**

978-1-111-82122-7

**Recommended Reading(s):** None

**Learning Outcomes**

Compose and produce effective business documents appropriate to meet industry standards; apply critical evaluation techniques to business documents; present professional presentations; and demonstrate the importance of coherent, ethical communication principles in business and industry.

**COURSE FORMAT:**

This course is presented online using Blackboard Learning Management System. Students will be required to access Blackboard for all assignments. The course utilizes writing assignments as presented by the course textbook, and additional on-line instructional and project based components.

## **Evaluation/Grading Policy:**

|                         |                   |
|-------------------------|-------------------|
| Syllabus Exam           | 20 points         |
| Assignments             | 170 points        |
| Midterm Exam            | 200 points        |
| Informal Report Project | 100 points        |
| Career Project          | 100 points        |
| Formal Report           | <u>200 points</u> |
| <b>Total</b>            | <b>790 points</b> |

**711-790 points = A**

**632-710 points = B**

**553-631 points = C**

**474-552 points = D**

**0-473 points = F**

### **Assignments:**

All assignments will be completed and submitted via Blackboard. Assignments, instructions, and files are accessible via Blackboard.

### **NTCC Academic Honesty Statement:**

"Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook."

### **Academic Ethics**

The college expects all students to engage in academic pursuits in a manner that is beyond reproach. Students are expected to maintain complete honesty and integrity in their academic pursuit. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. Refer to the student handbook for more information on this subject.

### **ADA Statement:**

It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

**Family Educational Rights and Privacy Act (FERPA):** The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain

information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.