

Business Communications
BMGT 1305.032
Northeast Texas Community College
Course Syllabus

Instructor: Joy Cooper

Business Technology Building

Classroom: BT107, Office: BT119B

Class Hours: T/TH 9:30

Office Hours: As Posted

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COURSE NUMBER: BMGT 1305

COURSE TITLE: Business Communications

Course Description

Development of writing and presentations skills to produce effective business documents and professional communications.

End-of-Course 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.

Textbook

Mary Ellen Guffery's. Essentials of Business Communication, 9th Edition.
Thomson.Southwestern.

Teaching Methods

- Remember, this is a college course and attendance is essential to learning the required material. Because of this, a portion of your grade will come from your attendance and participation. Therefore, it is crucial that you are prepared for every class and chapter readings and assignments are to be completed before class. Each absence will result in a deduction of 3 points from you attendance/participation grade.
- Students that are absent, regardless of the nature of the absence, are responsible for any assignments, projects or exam changes made while the student was not in attendance. Be a responsible student and keep you with your assignments, projects and other important deadlines.
- If you are asleep, you are considered absent.
- If you arrive to class late, you are considered absent.
- If you miss an exam, it's **your** responsibility to see the instructor for make-up exam arrangements. Instructor reserves the right to refuse make-up exams and to refuse late assignments and/or projects.

- The student is responsible for making up work without prompting by the instructor. All course work missed, regardless of cause, is to be completed to the satisfaction of the instructor.
- Cell phones ringing and text messaging during class are a disturbance and will not be tolerated. Please be considerate and turn off your phone or on silent. Continual disturbances will not be tolerated.
- In addition to the textbook material, students are encouraged to read current articles in newspapers, etc. in order to be able to discuss and understand current business topics and conditions. Various websites will also be recommended to you during the semester for your reference. Extra credit will be available during the semester for participation in current event article assignments. This will be the only extra credit opportunity available and will be optional for all students.
- To receive full credit on assignments, they must be submitted when due. Late work, including exams will NOT be accepted unless there is a special circumstance approved in advance by instructor.
- You will be required to utilize the Blackboard online learning software at various times during this course. Blackboard can be accessed through the NTCC website and login information is available on the college website. Specific assignments will be discussed during class time.
- Please note the last date of class to withdraw with a grade of W for 8-week classes. If you do not for any reason complete the course requirements and you fail to officially withdraw from this course, you will receive a course grade of "F."

COURSE FORMAT:

This course will be presented in a hybrid format that includes partial face-to-face learning combined with the Blackboard Learning Management System. Students will be required to access Blackboard for all assignments. Students will additionally need access to a computer. There are several computer labs on campus that students can utilize. The course utilizes writing assignments as presented by the course textbook, and additional on-line instructional and project based components. The speeches and required presentations will be completed in class.

****IMPORTANT NOTE: Students who have poor attendance and do not complete the assigned course assignments and miss exams will receive a grade of "F". Do make sure you withdraw properly to protect your GPA! Take note of withdrawal dates.**

Evaluation and Grading Criteria

Participation/Attendance	10%
Assignments	15%
Midterm Exam	30%

Informal Report Project	10%
Career Project	10%
Final Presentation	<u>25%</u>
Total	100%

Course Outline

Unless other arrangements with the instructor, assignments are due the next class session and will not be accepted after the next class session has past. Classroom group assignments are only available to students in attendance the day of instruction. Prior approval must be granted in order to receive credit for late assignments and points deductions will be taken if accepted (10 points per day). Instructor reserves the right to refuse late assignments.

<i>Week of (2016)</i>	<i>CHAPTER/Assignment/Project</i>
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8/28	Introduction & Chapters 1 & 2
9/4	Chapters 3-5
9/11	Chapter 6-8
9/18	Exam 1 Review & Exam
9/25	Instructions for Informal Project
10/2	Informal Report Agenda Meeting & Career Project Introduction
10/9	Formal Project Reminders & Career Project Concludes
10/16	Career Project/Interviews Completed & Formal Project Presentations
Begin	
10/23	Formal Project Presentations

***This is merely a course outline and is subject to change with prior notice.*

****Check with College Registrar on last class day to withdraw for a grade of "W" for the 1st 8-week classes*

ADA Statement:

It is the policy of Northeast Texas Community College 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 Northeast Texas Community College Catalog or Student Handbook.

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:

Northeast Texas Community College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records. Any violations of the above will result in an F in the course.

Plagiarism is defined as the appropriation of any person's work and the unacknowledged incorporation of that work in one's own work offered for credit.

Cheating is defined to include the following: copying from another student's paper; using materials during a test not authorized by the person giving the test; collaborating with any other person during the test without permission; knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the content of test not yet administered; substituting for another student or permitting any other person to substitute for oneself; copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.

Collusion is defined as the unauthorized collaboration with any person in preparing work offered for credit.