

Business Communications

BMGT 1305.88

Northeast Texas Community College

Course Syllabus

Instructor: Joy Cooper

Business Technology Building

Classroom: Online

Class Hours:

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 it is essential to complete all assignments, exams, and projects prior to the provided due dates.
 - All Due Dates are provided in the Due Date Document located under the Start Here folder.
 - Be a responsible student and keep you with your assignments, projects and other important deadlines.
 - 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.
- To receive full credit on assignments, they must be submitted when due. Late work for the assignments is not accepted as assignment answers are posted as the due date expires. No exceptions.

- 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 located on the NTCC Homepage. 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 utilizing the Blackboard Learning Management System. Students will be required to access Blackboard for all assignments and exams. 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. .

Evaluation and Grading Criteria	Points
Assignments (13 total assignments)	125
Midterm Exam	100
Informal Report Project	75
Career Project	50
Final Presentation	<u>150</u>
Total	500

Course Outline – See Due Date Document located under the Start Here folder for specific due dates.

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 a 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.