



**Business Communications BMGT1305**  
**Course Syllabus Fall 2018**

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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
	7:30 a.m. – 8:00 a.m.	7:30 a.m. – 9:30 a.m.	7:30 a.m. – 9:30 a.m.  11:00 a.m. – Noon	7:30 a.m. – 9:30 a.m.  1:00 p.m. – 3:00 p.m.	By Appointment	Email

*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 in a hybrid format that includes partial face-to-face learning combines 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

### Teaching Methods:

1. 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.
2. 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.
3. If you are asleep, you are considered absent.
4. If you arrive to class late, you are considered absent.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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." Attend class regularly and on time.

**\*\*IMPORTANT NOTE:** Students who have poor attendance 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/Grading Policy:

Attendance	10%
Assignments	15%
Midterm Exam	30%
Informal Report Project	10%
Career Project	10%
Final Presentation	<u>25%</u>
<b>Total</b>	<b>100</b>

**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.