



Garden Center Management HALT - 2304 F2F Course

Course Syllabus: Fall 2025

"Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed."

Instructor: Tresea "Jan" Shirley

Class in AGC 117

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	
	By appointment	By appointment	By appointment	By appointment		

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.

Course Description: 3 credit hours. 2 hour lecture and 2 hour lab per week.

Principles and practices used in the management and operation of a garden center with emphasis on managerial and communication skills

CIP code: 01.0601

No assigned text. The proposals and assignments will be taken from class PowerPoint's, workbooks and class notes:

Textbooks (all will be made available through blackboard):

Student Learning Objectives:

The student should be able to:

- Create a business plan for our NTCC garden center.
- Demonstrate managerial and communication skills through the supervision on horticulture labs and volunteers in our NTCC garden center.
- Describe new trends and practices used in the garden center industry and identify best practices to adopt at NTCC garden center.

Grading:

Grades will be computed as follows:

(2) Presentation Proposals:	30%
(2) Assignments – Case Studies or field trips	30%
Class Participation: (labs on market farm)	40%

The grading scale below will be used to determine your final grade.

Points	Grade
90-100	A
80- 89	B

70- 79	C
60- 69	D
BELOW 59%	F

Presentation Proposals:

There will be 2 presentations accounting for 30% of your overall grade. Format can be powerpoint, educational poster or infographic. All will be presented in class. Each proposal will receive a grade from the class as well as from the instructor that will be added together for their total grade for each proposal.

Field trips or Case Studies:

There will be at least two field trips or case study assignments on area sustainable agriculture farm businesses. Students will be expected to complete a case study or review of the field trip and each will be graded on content and grammar. Case studies or Field Trips will account for 30% of student's overall grade.

Class Participation:

Class participation is based on attendance, classroom discussion, and participation and will account for 40% of the students overall grade. Class attendance is required. Since this course is an 8 week course, missing class will definitely negatively affect your grade as well as completing course objectives. If you have more than 1 unexcused absence, you should consult with me about your grade. Anyone who wishes to withdraw from class must take the responsibility to formally drop with the Registrar; otherwise a failing grade will be given.

Communications: Turnaround time for email responses within 24 hours weekdays and by Monday over the weekend. *Reminder: NTCC email is the official form of communication used by the college and is how I prefer you contact me.

Institutional/Course Policy:

Student Responsibilities/Expectations:

Students are required to participate in all classroom activities. Students are expected to be on time and ready to begin when classes start. Brain teasers or quizzes will be done in the beginning of each class period and students will only have the first 2 minutes to determine their answer. Points will be given for correct answers and no make-ups are available. Students may utilize bonus points on any one grade average but not your final grade. Student should be courteous and treat one another with respect to allow for a peaceful and effective learning environment.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

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 request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

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.

Course Outline:

Week 1: Introduction to garden center types and styles.

Week 2: Introduction to AgPlan to set up business plan for garden center

Week 3: Create a work schedule to establish hours and goals for student labs, volunteers and interns.

Week 4: Field Trip 1

Week 5: Introduction On farm education in garden centers

Week 6: New trends and tools in garden centers

Week 7: Field Trip 2

Week 8: Presenting your proposal