



BMGT 1305 Communications in Management Online

Course Syllabus: Fall 2026

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

Instructor: Karen Andrews

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Weekday	Office Hours
Monday	7:30 AM – 9:30 AM
Tuesday	7:30 AM – 9:30 AM
Wednesday	7:30 AM – 11:30 AM
Thursday	7:30 AM – 9:30 AM
Friday	Online

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description:

Basic theory and processes of communication skills necessary for the management of an organization’s workforce.

Prerequisite(s): None

Student Learning Outcomes:

1. Explain the communication process.
2. Create solutions to major communication barriers.
3. Describe how communication contributes to effective management.

Evaluation/Grading Policy:

All assignments will be completed and submitted via Blackboard. Assignments, instructions, and files are accessible via Blackboard. Late work will NOT be accepted.

This course adheres to the NTCC Academic Honesty and Ethics statements discussed below. In addition, if a student submits the work of anyone else, they and the other person (if possible) will earn a zero grade on that assignment. If this happens a second time, the student will be dropped from the class immediately with a failing grade and a note of academic dishonesty placed on their permanent NTCC record.

The breakdown of the course requirements is as follows:

Assignments	Points
Syllabus Exam	20 points
Chapter quizzes/Assignments	245 points
Exam 1	100 points
Midterm Exam	200 points
Informal Report	100 points
Final Exam	100 points
Career Project	200 points
Total:	965 points

Semester grades will be earned as follows

965-868 points	A
867-772 points	B
771-676 points	C
675-579 points	D
578-0 points	F

Required Instructional Materials:

Guffey, Mary Ellen Essentials of Business Communications, 12th Edition.

Publisher: Cengage Learning

ISBN Number: 978-0-357-71497-3

Optional Instructional Materials:

None.

Minimum Technology Requirements:

- Basic computer usage skills
- Working knowledge of Microsoft Word and PowerPoint
- Email skills

Required Computer Literacy Skills:

Average

Course Structure and Overview:

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

Communications:

Please ask questions when unsure about something. Students may contact the instructor via email at kandrews@ntcc.edu, cell phone (903) 951-2180 (between the hours of 7:30 a.m. and 9:00 p.m.), or office phone (903) 434-8224. When calling please leave a message with your name and course ID. If texting, students should also identify themselves in each set of text messages. Please make text messages as specific as possible. Texting “I don’t understand anything about this assignment” does not provide your professor with enough to help you. Do not submit the assignment and ask questions in the comments area. The instructor's policy is to grade what is submitted, and rarely allows assignment resubmissions. The time to ask is BEFORE an assignment is submitted. If a student is repeating this class, please note that there are often assignment changes made. It is required that students re-create each assignment. Significant grade reductions will occur when a student submits a previous semester's work.

Institutional/Course Policy:

BlackBoard will be used for assignment and exam submission.

Students are expected to attend class/login on a regular basis. Excessive absences (two consecutive weeks) may result in the student being dropped from class or having their grade average reduced. An attempt will be made to contact you before this happens, but should an emergency arise, you need to contact your instructor by phone or email should you not be able to meet this requirement. Please see the schedule of classes for the last day to withdraw. Religious Holy Days: please refer to the current Northeast Texas Community College Student Handbook.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to, online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC’s website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:

APA (7th edition)

OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. <https://chat.openai.com/>

MLA (9th edition)

OpenAI. ChatGPT. 25 Mar. 2026, <https://chat.openai.com/>.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

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 accommodation 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 accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. 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.

Tentative Course Schedule:

Week One, Aug. 24 – Aug. 30	Syllabus Quiz (20 points) Sunday, Aug. 30 before 11:59 PM
Week Two, Aug. 31 – Sept. 6	Chapter 1 Quiz (15 points) Chapter 2 Quiz (15 points) Chapter 2 Assignment (10 points) Sunday, Sept. 6 before 11:59 PM
Week Three, Sept. 7 – Sept. 13	Chapter 3 Quiz (15 points) Chapter 3 Assignment (10 points) Chapter 4 Quiz (15 points) Sunday, Sept. 13 before 11:59 PM
Week Four, Sept. 14 – Sept. 20	Exam 1 – Chapters 1-4 (100 points) Sunday, Sept. 20 before 11:59 PM
Week Five, Sept. 21 – Sept. 27	Chapter 5 Quiz (20 points) Sunday, Sept. 27 before 11:59 PM
Week Six, Sept. 28 – Oct. 4	Chapter 6 & 7 Quiz (35 points) Sunday, Oct. 4 before 11:59 PM
Week Seven, Oct. 5 – Oct. 11	Chapter 8 Quiz (10 points) Sunday, Oct. 11 before 11:59 PM
Week Eight, Oct. 12 – Oct. 18	Midterm Exam Part 1 – Chapters 5-8 (100 points) Part 2 - Letter (100 points) Sunday, Oct. 18 before 11:59 PM
Week Nine, Oct. 19 – Oct. 25	Chapter 9 Quiz (20 points) Sunday, Oct. 25 before 11:59 PM
Week Ten, Oct. 26 – Nov. 1	Chapter 10 Quiz (15 points) Sunday, Nov. 1 before 11:59 PM
Week Eleven, Nov. 2 – Nov. 8	Informal Report (100 points) Sunday, Nov. 8 before 11:59 PM
Week Twelve, Nov. 9 – Nov. 15	Chapters 11 & 12 Quiz (20 points) Sunday, Nov. 15 before 11:59 PM
Week Thirteen, Nov. 16 – Nov. 22	Chapters 13 & 14 Quiz (45 points) Sunday, Nov. 22 before 11:59 PM
Week Fourteen, Nov. 23 – Nov. 29	Final Exam – Chapters 9-14 (100 points) Sunday, Nov. 29 before 11:59 PM
Week Fifteen, Nov. 30 – Dec. 6	Career Project Preparation
Week Sixteen, Dec. 7 – Dec. 9	Career Project (200 points) Wednesday, Dec. 9 before 11:59 PM