



HALT - 2304 – Garden Center Management

Course Syllabus: Fall 2026

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

Instructor: Bernard Binns

Associate Instructor: Tresea “Jan” Shirley

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Weekday	Office Hours
Monday	By Appointment
Tuesday	By Appointment
Wednesday	By Appointment
Thursday	By Appointment
Friday	None

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: 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

Prerequisite(s): None

Student Learning Outcomes:

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.

Evaluation/Grading Policy:

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%

Semester grades will be earned as follows

Percentage	Letter Grade
90% and above	A
80 %–89%	B
70 %–79%	C
60%–69 %	D
59.9% and below	F

Required Instructional Materials:

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).

Optional Instructional Materials:

None

Minimum Technology Requirements:

Computer and Internet Access

Required Computer Literacy Skills:

Competency with internet search engines, Microsoft Word, PowerPoint, and Excel

Course Structure and Overview:

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:

Class Attendance

Since this is an online class there will be no attendance taken, but it is the student's responsibility to check into the blackboard regularly for uploaded assignments. Majority of assignments will be uploaded on Monday and then provided with a due date. Assignments turned in late will receive a 5-point deduction for every day the assignment is late. If you turn in an assignment 1 day late the maximum grade you could receive is 95%. Two days equals 90% and so on.

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

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.