



BMGT 1305 Communications in Management

Course Syllabus: Spring 2022

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

Instructor: Karen Andrews

Office: BT 115A

Phone: 903-434-8224 (Office)

Email: kandrews@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	11:00 a.m. – 12:30 p.m.	9:30 a.m. – 12:30 a.m.	11:00 a.m. – 12:30 p.m.	9:30 a.m. – 12:30 a.m.	Available Upon Request	

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.

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 immediately from class with a failing grade and a note of academic dishonesty placed on their permanent NTCC record.

Tests/Exam/Quizzes/Projects/Assignments:

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	<u>200 points</u>
Total:	965 points

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

Required Instructional Materials: Guffey, Mary Ellen Essentials of Business Communications, 11th Edition.

Publisher: Cengage Learning.

ISBN Number: 978-1-337-38649-4

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 submission, but you will need to keep a copy of all work in case of error or file corruption.

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. 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.

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 Calendar: See next page.

Tentative Course Timeline (*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

Assignment/Quiz/Exam/Report	Points	Due Date
Syllabus Quiz	20	Sunday, Jan. 23 before 11:59 PM
Chapter 1 Quiz	15	Sunday, Jan. 30 before 11:59 PM
Chapter 2 Quiz	15	Sunday, Jan. 30 before 11:59 PM
Chapter 2 Assignment	10	Sunday, Jan. 30 before 11:59 PM
Chapter 3 Quiz	15	Sunday, Feb. 6 before 11:59 PM
Chapter 3 Assignment	10	Sunday, Feb. 6 before 11:59 PM
Chapter 4 Quiz	15	Sunday, Feb. 6 before 11:59 PM
Exam 1 (Chapters 1-4)	100	Sunday, Feb. 13 before 11:59 PM
Chapter 5 Quiz	20	Sunday, Feb. 20 before 11:59 PM
Chapter 6 and 7 Quiz	35	Sunday, Feb. 27 before 11:59 PM
Chapter 8 Quiz	10	Sunday, March 6 before 11:59 PM
Midterm Part 1 (Chapter 5-8)	100	Sunday, March 13 before 11:59 PM
Midterm Part 2 (Letter)	100	Sunday, March 13 before 11:59 PM
Chapter 9 Quiz	20	Sunday, March 27 before 11:59 PM
Chapter 10 Quiz	15	Sunday, April 3 before 11:59 PM
Informal Report	100	Sunday, April 10 before 11:59 PM
Chapters 11 and 12 Quiz	20	Sunday, April 17 before 11:59 PM
Chapters 13 and 14 Quiz	45	Sunday, April 24 before 11:59 PM
Final Exam (Chapters 9-14)	100	Sunday, May 1 before 11:59 PM
Career Project	200	Wednesday, May 8 before 11:59 PM