The syllabus has been revised in response to COVID19. As this was an online course before the changes, not many items have changed. Dates have been rescheduled for later in the semester and certain items have been removed. There will be no group assignment other than peer reviews as students may not have access to highspeed and high bandwidth internet. These would be the students that were taking an online course on campus and are now remote. There will be no live streaming of lectures. Due to ZOOM being overloaded and recorded videos taking hours or days to be available, these will be at a minimum. The revision history and calendar will have the most changes. I will be updating Brightspace to reflect the changes.

Stay updated with the latest material, Q&A, FAQ, and scheduling changes through Brightspace. A discussion area has been created within Brightspace “Student Q&A and FAQ” and “Anonymous Post Area.” The SFASU website will provide you with information on university operations, procedures, and updates. http://www.sfasu.edu/life-at-sfa/health-safety/health-clinic/coronavirus

If you are experiencing difficulties that are impacting your education, it is up to you to reach out to your professor and fellow students.

Be flexible. Expect calendar dates and assignments to change as things evolve. I will do my best to extend dates and not retract them when necessary. The world has changed, and we must adapt.

If you do not have access to a webcam, do not go and buy one. Stay home. I will make allowances.

I have now been self-isolated for several days and am doing everything to stay healthy so that I can continue being your professor. I have an elderly mother, so I must be healthy.

I will do everything possible to get you through the semester. You need to do your part. Collectively, we can get through this.

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<tr>
<th>NUM</th>
<th>DATE</th>
<th>WHAT</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>001</td>
<td>January 7th, 2020</td>
<td>Created</td>
<td>Created based on MGT272, BCM247, and Dr. Hall’s GBU310 fall 2019</td>
</tr>
<tr>
<td>002</td>
<td>January 7th, 2020</td>
<td>Modified</td>
<td>Changed location, class time, and calendar.</td>
</tr>
<tr>
<td>003</td>
<td>January 7th, 2020</td>
<td>Provost</td>
<td>Added Provost items</td>
</tr>
<tr>
<td>004</td>
<td>January 9th, 2019</td>
<td>Lindsey</td>
<td>Learning Outcomes updated</td>
</tr>
<tr>
<td>005</td>
<td>January 14th, 2020</td>
<td>Created</td>
<td>Changed items for the online course and added WSJ and NYT access</td>
</tr>
<tr>
<td>005</td>
<td>January 15th, 2020</td>
<td>Published</td>
<td>Published to Brightspace</td>
</tr>
<tr>
<td>006</td>
<td>January 15th, 2020</td>
<td>Calendar</td>
<td>Corrected the heading in the course calendar and republished.</td>
</tr>
<tr>
<td>007</td>
<td>January 17th, 2020</td>
<td>CALENDAR</td>
<td>Cleaned up the calendar. Changed QZ01 due date from January 19th, 2020 to January 26th, 2020</td>
</tr>
<tr>
<td>008</td>
<td>February 24th, 2020</td>
<td>CALENDAR</td>
<td>Changed Peer Review Due Date to March 15th, 2020 from March 1st, 2020</td>
</tr>
<tr>
<td>009</td>
<td>March 17th, 2020</td>
<td>COVID19</td>
<td>Changed opening. Changed Calendar. Changed office hours and class hours to virtual. Removed group projects. Removed ZOOM sessions.</td>
</tr>
</tbody>
</table>
Contact & Course Information

Class: GBU310 Section 501
Course Title: Business Communications
Location: Online
Time: Online
Instructor: Mr. Michael Shane Allen

Email: The email within Brightspace will be used.
allenmicha@d2l.sfasu.edu
The class will practice effective business communications. All emails, phone calls, chats, Zoom sessions, etc. will be business professional in writing, format, and demeanor. Spelling and grammar are essential. Your email will be rejected if it is not business professional. When participating in Zoom sessions you need to be cognizant of your webcam background, your dress, and the environment.

University Business Only: allenmicha@sfasu.edu

Department: Business Communication and Legal Studies
Office: Virtual
Contact: Brightspace email, Discussion Area, and ZOOM

Virtual Office Hours

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
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</thead>
<tbody>
<tr>
<td>MONDAY</td>
<td>09:00 am – 11:00 am</td>
</tr>
<tr>
<td></td>
<td>01:00 pm – 02:00 pm</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>02:00 pm – 04:00 pm</td>
</tr>
<tr>
<td>WEDNESDAY</td>
<td>09:00 am – 11:00 am</td>
</tr>
<tr>
<td></td>
<td>04:00 pm – 05:00 pm</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>02:00 pm – 04:00 pm</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>By Appointment</td>
</tr>
</tbody>
</table>

Other Hours by Appointment
REVISED March 16, 2020 – COVID19  
GBU310.501 Business Communication Technologies Spring 2020  
Professor Shane Allen  

Class Hours  

<table>
<thead>
<tr>
<th>CLASS</th>
<th>ONLINE</th>
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</thead>
<tbody>
<tr>
<td>BCM247.005</td>
<td>ONLINE</td>
</tr>
<tr>
<td>BCM247.006</td>
<td>ONLINE</td>
</tr>
<tr>
<td>MGT272.004</td>
<td>ONLINE</td>
</tr>
<tr>
<td>BCM247.501</td>
<td>ONLINE</td>
</tr>
<tr>
<td>GBU310.501</td>
<td>ONLINE</td>
</tr>
</tbody>
</table>

Disclaimer  
The syllabus and course information are subject to change.  

Mission Statement of the Professor  
By the end of the semester, the student will know the essentials of business communication best practices and an understanding of emerging trends.  

This course will benefit the student during their academic years by providing a foundation for the student to utilize modern business communications and Microsoft applications.  

Upon graduation, a future employer will recognize the student's ability to communicate appropriately and professionally within the business environment, utilize leading software programs, demonstrate an understanding of how different communication channels differ, and a comprehension of future trends.  

I will do my very best to guide the student through business communications and will be at all times honest, fair, beyond reproach, and due diligent.  

Professors Personal Mission Crest
Course Description
Comprehensive study of word-processing equipment, systems and procedures. Emphasis on word-processing applications, work measurement and comparative product evaluation.  
http://catalog.sfasu.edu/preview_course_nopop.php?catoid=9&coid=16375

Prerequisites
Junior Standing

Additional Hours Per Week Required
Students should anticipate spending twelve hours per week for this three-hour course. During this extra time you will be:
(01). Reading articles.
(02). Completing online quizzes, projects, and exams.
(03). Working on assignments
(04). Participating in online discussions.
Twelve hours is only a guide, and the actual hours required will differ between students and the course load of a particular week.

Required Textbook and Materials
Cengage
Cengage Unlimited is required. Cengage Unlimited provides access to any textbooks that will be utilized as well as SAM, Skills Assessment Manager. A specific textbook from Cengage will not be utilized. Individual portions and chapters will be required reading from the available textbooks.

This is a link to the publisher’s site:  
https://www.cengage.com/unlimited/subscribe

NYT and WSJ
The University provides access to The New York Times and the Wall Street Journal at no cost. Please see Addendum 04 or Brightspace - Content – Student Documents
Required Software

(01). MS Office 365 or MS Office 2016-2019
(02). Word, Excel, PowerPoint, Outlook
(03). The university provides all students access to MS Office 365, which includes MS Word, Excel, etc. NOTE: These are not full desktop versions of the software. 1TB of online storage is provided on OneDrive.
(04). The university provides all students the ability to download full versions of MS Office to the desktop. From MYSFA:

(05). Apple IOS products for Microsoft Office programs are not the same as Windows-based programs. There are differences between the versions. You are encouraged to use Microsoft Windows-based computers. See also: http://www.sfasu.edu/mysfa/o365/student/productivity-apps/

SAM Registration

SAM has been set up so that it interfaces with and is accessed from within Brightspace. Do not register for SAM at this time.
Additional Course Requirements

**Brightspace**

(01). Brightspace and D2L are interchangeable wordings for the same software package.

(02). Brightspace is used in this course. You must know how to use Brightspace. The library provides information and support on the 2nd floor.

SEE: [https://www.sfactl.com/](https://www.sfactl.com/)

A. Grades, attendance, some quizzes, Dropbox, news items, chats, and email will be used within Brightspace.

B. Saving all documents for grading to the correct Dropbox

C. Posting of grades

D. Assignments

E. Course Calendar

F. Syllabus

G. Emails (All email communications must be through Brightspace)

H. Chats through Brightspace

I. A webcam is necessary for your group assignments and discussions.

J. A good internet connection. Do not rely on hotspots or public WIFI.

**SAM**

(01). SAM will be used for the following:

A. Trainings, Projects, and Exams will be within SAM.

**Online Learning Environment**

GBU310.501 is an online course. There will be no face-to-face meetings. Online courses differ from traditional face-to-face classes in essential ways.

(01). No face-to-face interaction.

(02). Online learning provides flexibility in scheduling.

(03). Self-motivation is required.

(04). Reasons that students do poorly in this online GBU310 course:

a. Not reading the syllabus

b. Not being familiar with Brightspace

c. Not paying attention to deadlines

d. Getting behind

e. Procrastination
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f. Not reading and understanding the assignment
g. Not viewing the videos
h. Not reading the textbook passages or articles.
i. Not budgeting time and allowing enough time for completing the task
j. Not reading the Brightspace news items that are frequently posted.
k. The lack of communication with the professor as I can not read your
   mind and my crystal ball has a crack in it. If you have problems,
   issues, questions, or concerns, it is your responsibility to reach out to
   me.

Expectations
The ability to read, understand, comprehend, and follow written and verbal
instructions or directions is essential.

(01). Basic MS Word skills. This course will build upon your existing skillset.
(02). Attend a Zoom virtual meeting with your group.
(03). Read the news in Brightspace twice daily. Brightspace news is the primary
   vehicle of communication with the class.
(04). Check your Brightspace email often for private messages.
(05). All course work will be completed within Brightspace and SAM.

Groups
(01). There will be no group projects due to some students having limited
   internet access and bandwidth. There may be peer reviews.

Presentation(s)
(01). There may be individual presentations. TBD

Written Communications
(01). Documents must be saved to the correct Brightspace Dropbox folder
   corresponding to the lab assignment.
(02). Microsoft Word format only. All other formats will result in a zero.
(03). Spelling and grammar will be graded using Grammarly.
   www.grammarly.com
(04). You may find it advantageous to purchase a copy of Grammarly or find a similar product. Microsoft Word only provides basic grammar functions.  
(05). Spelling and grammar are paramount in business communications.  
(06). HINT: There is nothing wrong with simple business sentences. Brevity and avoiding being verbose are encouraged. Business communications are direct and to the point; clear and concise.  
(07). Open or closed/ending punctuation is acceptable as long as it is consistent.  
(08). All assignments have a due date and time. The Dropbox will seal at the appointed time and will not be reopened.  
(09). All documents must be saved to the correct Dropbox folder corresponding to the LAB##. All documents will be saved as follows: 
If the person is named Wyatt Earp, Wyatt being the first name and Earp being the last name, then the file would be saved as follows.  
A. LAB##-First Name Last Name.docx  
B. Example: LAB96-Wyatt Earp.docx  

**MS Word Documents Formatting**  
(01). Arial 14 point font  
(02). 1” margins  
(03). 1.0 spacing  
(04). Blank space between paragraphs  
(05). Dates in the format of MMMMM DD, YYYY or MMMM DDth YYYY. 
(06). Example: January 14, 2019, or January 14th, 2019  
(07). Numbers from zero to one-hundred will be spelled out.  
   (01). There are thirty-four students in this class.  
   (02). There are 101 students in the fall semester class.  
   (03). If a number begins a sentence, it is spelled out.  
   i. Seventeen seventy-six was the year America became a nation.  

**Grading**  
(01). This class is points-based.  
(02). The race is on to 1,000 points.  
(03). Each exam, quiz, lab, etc. has an assigned value of points.  
(04). Do not leave points on the table. Every point counts.
Grading Scale

<table>
<thead>
<tr>
<th>POINTS</th>
<th>LETTER GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>900-1,000+</td>
<td>A</td>
</tr>
<tr>
<td>800-899</td>
<td>B</td>
</tr>
<tr>
<td>700-799</td>
<td>C</td>
</tr>
<tr>
<td>600-699</td>
<td>D</td>
</tr>
<tr>
<td>000-599</td>
<td>F</td>
</tr>
</tbody>
</table>

(05). All grades and points can be viewed at any time within Brightspace. (06). You are required to check your grade and points often and notify me of any discrepancies. (07). I do not curve the final semester grade. There are ample opportunities for earning bonus points during the semester.

Point Analysis
The following is an explanation of how your semester grade will be computed and the point total for each assignment. Brightspace will include all of your grades.

<table>
<thead>
<tr>
<th>Category</th>
<th>Estimated Points</th>
<th>Percent of Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAM Training, Projects, and Exams</td>
<td>420</td>
<td>42%</td>
</tr>
<tr>
<td>Brightspace Exams (03)</td>
<td>225</td>
<td>23%</td>
</tr>
<tr>
<td>Discussions</td>
<td>65</td>
<td>7%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Quizzes and Other Assignments</td>
<td>190</td>
<td>19%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>1,000</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Late Policy
A university *non-scheduled* outage exceeding twelve hours is a bona fide reason for missing a deadline.

All assignments have an extended time window for completion. Late assignments are not accepted without exigent circumstances.
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Research-Based Assignments
(01). Students are expected to know how to conduct primary and secondary research and communicate this in some form.

Examinations
(01). Exams through Brightspace and SAM with an extended window of time.
(02). The final is comprehensive and is required.
(03). No extensions nor make-ups.
(04). There are no second chances to “repeat” the exam.
(05). One attempt allowed.
(06). Timed limit depending on the exam.
(07). The SAM comprehensive final will be proctored through ProctorU. Local students will have the option of having the exam proctored through the College of Business proctoring center.

SAM Trainings
(01). There are multiple trainings from within SAM for Word, Excel, PowerPoint, and Outlook.

Quizzes
(01). Each quiz has a due date.
(02). No extensions or makeups.
(03). There is a time limit.

Group Projects
There will be no group projects due to students having limited internet connectivity. Peer reviews maybe required.

Bonus Points
There will be opportunities during the semester to earn bonus points for such items as posting a profile picture, providing an elevator pitch, etc.
Makeup Policy (University Excused)
Makeup exams will only be allowed if arranged before the date of the test. The student must provide documentation for the excused absence. It is the responsibility of any student-athletes, performers, etc. to give me a list of university excused absences. Notes from any health clinic or provider will not be accepted as excused absences unless the letter specifically states that the student is unable to attend class. Please see the SFASU policies and procedures for information regarding excused absences.

http://www.sfasu.edu/policies/class-attendance-6.7.pdf

*** CONTINUED ON NEXT PAGE ***
Course Calendar

January 2020

January 2020

29
30
31
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20 MLK HOLIDAY
21 WK02
22
23
24
25
26 QZ01
SAM-WORD001/02
Vocemail Due 11pm
27 WK03
28
29
30
31 12th Class Day
2
SAM-WORD03
SAM-WORD04
Due 11pm
3 WK04

(01) Review syllabus. (02) Watch introduction video. (03) Review
SAM registration information. (04) Register SAM software. (05).
QZ01-Syllabus Quiz in Brightspace.

21. Read Chapter 1 in WEEB2.0 Book "The Web becomes 2.0." (02)
Phone System Lesson in Brightspace. (03). SAM Word 01 (04). SAM
Word 02 (05). Vocemail assignment.

(01), Brightspace Lessons: Collaboration Tools (02), SAM Word
03 (03), SAM Word 04 (04). Discussion*

IMPORTANT: There are two components to each SAM exercise. There is the training and exam.
**February 2020**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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<tr>
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</tr>
<tr>
<td>2</td>
<td>WK014</td>
<td>4</td>
<td>5</td>
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<td>8</td>
</tr>
<tr>
<td>SAM-Word03</td>
<td>SAM-Word04</td>
<td>Due 11pm</td>
<td>(01) Read Chapter 5 &quot;Connecting People&quot; in Web 2.0 book (02) Brightspace Lessons on Social Media (03) SAM Word 05 (04) SAM Word 06 (05) Practice Presentation</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
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<td>14</td>
<td>15</td>
</tr>
<tr>
<td>SAM-Word05</td>
<td>SAM-Word06</td>
<td>Due 11pm</td>
<td>(01) Brightspace Lesson Live Streaming (02) SAM Word 07 (03) SAM Word 08 (04) Brightspace Exam01</td>
<td></td>
<td></td>
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<tr>
<td>16</td>
<td>17</td>
<td>18</td>
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<td>21</td>
<td>22</td>
</tr>
<tr>
<td>SAM-Word07</td>
<td>SAM-Word08</td>
<td>EXAM01</td>
<td>Due 11pm</td>
<td>(01) Read Chapter 6 &quot;Unlink Data&quot; in Web 2.0. (02) Brightspace Lesson: Cloud Storage (03) SAM Word Project (04) Research Presentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
</tr>
<tr>
<td>SAM Word Project Research Present.</td>
<td>Cloud Storage Due 11pm</td>
<td>(01) Brightspace Lesson: Email Management (02) SAM Outlook (03) Presentation Peer Review (04) Discussion</td>
<td></td>
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</tr>
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<td>1</td>
<td>2</td>
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<td></td>
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</tr>
<tr>
<td>Email Mgmt</td>
<td>SAM Outlook</td>
<td>Peer Review</td>
<td>Due 11pm</td>
<td></td>
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</tr>
<tr>
<td>IMPORTANT: There are two components to each SAM exercise. There is the training and exam.</td>
<td></td>
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**March 2020**

```
<table>
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<tr>
<th>Sunday</th>
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<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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</tr>
</tbody>
</table>

**GBU310.501 COVID19 Spring 2020 Online**

1. **Email Meet SAM Outlook Discussion Due 11pm**
   - WK08
   - 01: Brightspace Lesson Telemarketing and Work Platforms (02)
   - 01: SAM EXCEL01 (03)
   - Zoom pre-meeting survey. **NOTE:** The due date is the Sunday at the end of Spring Break. You should complete this by Friday March 6th 2020 so you do not have to remember it after Spring Break.

2. **SPRING BREAK**
3. **SPRING BREAK**
4. **SPRING BREAK**
5. **SPRING BREAK**
6. **SPRING BREAK**
7. **SPRING BREAK**

8. **SPRING BREAK**
9. **SPRING BREAK**
10. **SPRING BREAK**
11. **SPRING BREAK**
12. **SPRING BREAK**
13. **SPRING BREAK**
14. **SPRING BREAK**
15. **SPRING BREAK**
16. **SPRING BREAK**
17. **SPRING BREAK**
18. **WK09**
   - Work on all SAM training and exams. Work on LAB02-Bongo if you did not fulfill the requirements or submit it. Catch up on reading from week before spring break.
19. **SPRING BREAK**
20. **SPRING BREAK**
21. **SPRING BREAK**
22. **BONGO Peer SAM EXCEL01-Bongo**
   - Due 11pm
23. **WK10**
   - 01: Brightspace lessons on Communicating Information Visually (02)
   - 25: LAST DROP
24. **SPRING BREAK**
25. **SPRING BREAK**
26. **SPRING BREAK**
27. **SPRING BREAK**
28. **SPRING BREAK**

29. **SAM EXCEL05-Bongo**
   - Due 11pm
30. **WK11**
   - 01: Brightspace Artificial Intelligence (02)
   - 01: SAM EXCEL Project (04) Discussion (05) Brightspace EXAM02
31. **SAM EXCEL06-Bongo**
   - Due 11pm
32. **WK12**
   - IMPORTANT: There are two components to each SAM exercise. There is the training and exam.
```

## April 2020

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**IMPORTANT:** There are two components to each SAM exercise. There is the training and exam.
May 2020

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IMPORTANT: There are two components to each SAM exercise. There is the training and exam.
Addendums
Addendum 01: Written Submission Checklist
_____ 01. Read, understood, and followed assignment directions?
_____ 02. Microsoft Word Document?
_____ 03. Arial 14pt font
_____ 04. 1.0 spacing
_____ 05. Blank space between paragraphs.
_____ 06. 1” margins with 1” header and footer?
_____ 07. Date as MMMMM DD, YYYY or MMMM DD\textsuperscript{th} YYYY?
_____ 08. Numbers spelled out accordingly zero to one-hundred?
_____ 09. No contractions such as don’t – use do not instead.
_____ 10. Spell check?
_____ 11. Grammar check?
_____ 12. Consistency between open or closed/ending punctuation.
_____ 13. Header and footer, if required?
_____ 14. Proper salutations and closing?
_____ 15. Word count if there is a requirement?
_____ 16. Does the word count exclude the header, footer, and references?
_____ 17. Brevity, business direct, non-creative writing?
_____ 18. Is the file saved to the correct Brightspace Dropbox?
_____ 19. Proper file naming convention? LAB##-First Last.docx
_____ 20. If past deadline, saved to the Brightspace Dropbox Penalty Box and emailed professor?
Addendum 02: Microsoft Word Proofing Options
From FILE → OPTIONS → PROOFING
By default, Microsoft Word does not check spelling for words in upper case or words that contain numbers. You should change the options for proofing as follows.

Uncheck these options

Be sure to click OK
Addendum 03: Microsoft Word File Autosave
From FILE → OPTIONS → SAVE
Depending on your version of Microsoft Word, it may only autosave after five or ten minutes. You should change the autosave to one minute so that you never lose more than a minute's worth of work.
Addendum 04: Accessing the NYT and WSJ


R.W. Steen Library
Stephen F. Austin State University

New York Times
1. Go to http://libguides.sfasu.edu/nyt
2. Click on “Create Account”; Use your SFA e-mail address. That is how the NYT knows that you are part of the SFA subscription.
3. Go to this page: https://www.nytimes.com/newsletters and login into (top right hand corner) with your account information.
4. Then you can subscribe to the various e-mail newsletters.
5. The main website if you just want to browse is: http://www.nytimes.com

Chronicle of Higher Education
1. Go to: http://libguides.sfasu.edu/che
2. If you are off-campus, it will ask for your SFA Login.
3. Once you get to the main page of the Chronicle, go all the way to the bottom, and click on “Newsletters.”
4. Then choose the type of e-mail subscription that you want.
5. Use the form to subscribe to the e-mail.
6. You are going to verify the e-mail, and then create an account with the Chronicle to manage the newsletters.
7. Go to: http://libguides.sfasu.edu/che if you just want to browse the issue, etc.

Wall Street Journal
1. Go to http://wsj.com/SFASU
2. Create your account and use your SFA e-mail address. That is how the Wall Street Journal knows that you are part of the SFA subscription.
3. Then you will verify your subscription through an e-mail that was sent to your SFA account.
4. Once you have the account created and verified, then you can go to: http://wsj.com
5. To get the e-mail messages, go all the way to the bottom of the page (http://wsj.com) and click on E-mails and Alerts (under Tools & Features).
6. Then you can subscribe to various types of e-mail subscriptions.

Need Help?
Jonathan Helmke
936-468-1537
helmkej@sfasu.edu
Addendum 05: Notes

01.

02.

03.

04.

05.
SFASU Policies and Procedures
The following items must be included in the syllabus per the direction of the Provost of SFASU.

Academic Integrity (A-9.1)
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf

Withheld Grades Semester Grades Policy (5.5)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. For additional information, go to http://www.sfasu.edu/policies/course-grades-5.5.pdf
Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to [http://www.sfasu.edu/disabilityservices](http://www.sfasu.edu/disabilityservices)

Required Information by SFASU and the State of Texas
Program Learning Outcomes
Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses in the Curriculum Management Handbook at [http://www.sfasu.edu/academics/colleges/business/welcome/faculty-resources](http://www.sfasu.edu/academics/colleges/business/welcome/faculty-resources)

Student Learning Outcomes
With today's technology, business communication occurs in a variety of ways. In this course, you will be learning about various technologies used for effective business communication as well as developing proficiency in creating appropriate electronic business messages. Upon successful completion of this course, the student should be able to:

• Understand and utilize features of traditional office productivity software for creating business documents.
• Proofread and use correct word choice, spelling, and grammar in composing and designing documents.
• Describe social networks and how this communication tool can be an effective part of an online business communication strategy.
• Demonstrate proficiency in using scheduling and communication management systems such as Microsoft Outlook.
• Examine and utilize application software for communicating through business presentations based on good practice and design.
• Identify types of open source software for business communication use.
• Explore mobile communication and other communication tools to discover their business communication potential.

*** END OF SYLLABUS – LAST PAGE ***