BCM247.501 Business Communications Summer II 2020 Professor Shane Allen

Welcome to BCM247 summer II 2020. This syllabus is in the Arial 14 point font with 1.0 spacing to improve readability for students that have visual disabilities. The font size accounts for the length of the syllabus.

**The mantra of this course is "Short, Clear, Concise, and Non-Verbose."**

Stay updated with the news items, 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

There is a roadmap for the fall 2020 semester when face-to-face classes are set to resume.

http://www.sfasu.edu/fall2020

Student success in this course depends on students not getting behind and asking questions.

If you are experiencing difficulties that are impacting your education, it is up to you to reach out to me as I can not read your mind, and my crystal ball has a crack in it.

Your priority is to obtain the textbook, as described in this document. Your second priority is to review this syllabus as there is a bonus quiz.

Familiarize yourself with Brightspace as everything in this course has been set up. Brightspace provides you with due dates.

Welcome Aboard, and I am pleased that you are taking this course!


Professor Shane Allen
BCM247.501 Business Communications Summer II 2020 Professor Shane Allen

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SFASU POLICIES AND PROCEDURES

ACADEMIC INTEGRITY (A-9.1)
WITHHELD GRADES SEMESTER GRADES POLICY (5.5)
STUDENTS WITH DISABILITIES

REQUIRED INFORMATION BY SFASU AND THE STATE OF TEXAS

PROGRAM LEARNING OUTCOMES
GENERAL EDUCATION CORE CURRICULUM

Syllabus Revision History

<table>
<thead>
<tr>
<th>NUM</th>
<th>DATE</th>
<th>WHAT</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
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<td>July 5th, 2020</td>
<td>Created</td>
<td>Created from summer I 2020 section 501</td>
</tr>
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Disclaimer

The syllabus and course information are subject to change.

Brightspace Email

Brightspace email is a closed-loop system. Emails sent to a Brightspace email account from outside of Brightspace are not delivered. Use only Brightspace email in this course.
Contact & Course Information

Class: BCM247.501-40886 Summer II 2020
Course Title: Business Communications
Location: Online
Time: Online
Professor: Mr. Michael **Shane** Allen

Professor Allen, Shane Allen, Mr. Allen, Dr. Allen

Email: allenmicha@d2l.sfasu.edu

The class will practice effective business communications. All emails, phone calls, chats, Zoom sessions, etc. will be professional business format in writing, format, and demeanor. Spelling and grammar are essential. Your email will be rejected if it is not business professional.

University Business Only: allenmicha@sfasu.edu

Department: Business Communication and Legal Studies
Phone: Office phone is not answered, and voice mails are not checked
Office: Virtual. I have not been on campus since before spring break.
Contact: Brightspace email, Discussion Area, and ZOOM

Summer I Virtual Office/ZOOM Hours

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>MONDAY</td>
<td>10:00 am – 12:00 pm</td>
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<td>03:00 pm – 04:00 pm</td>
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<td>TUESDAY</td>
<td>01:00 pm – 03:00 pm</td>
<td>2</td>
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<tr>
<td>WEDNESDAY</td>
<td>04:00 pm – 05:00 pm</td>
<td>1</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>11:00 am – 12:00 pm</td>
<td>2</td>
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<tr>
<td></td>
<td>02:00 pm – 03:00 pm</td>
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</tr>
<tr>
<td>FRIDAY</td>
<td>By Appointment Only</td>
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</tbody>
</table>

**TOTAL:** 8

Other Days/Hours by Appointment

Class Hours

<table>
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<tr>
<th>CLASS</th>
<th>FORMAT</th>
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<tr>
<td>BCM247.501-40886</td>
<td>Online Virtual</td>
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<tr>
<td>MGT272.500-40894</td>
<td>Online Virtual</td>
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</table>
Mission Statement of the Professor
By the end of the semester, the student will know beyond the basics of proper, efficient, and expected business communications through written, oral, and presentation delivery methods.

This course will benefit the student during their academic years by providing a foundation for conducting research, writing papers, and giving presentations.

Upon graduation, a future employer will recognize the student's ability to communicate appropriately within the business environment.

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

Professors Personal Mission Crest

Course Description
Application of business communication principles through the creation of effective business documents and oral presentations. Includes study and application of team communication and the use of technology to facilitate the communication process. (BUSI 2304)
http://catalog.sfasu.edu/preview_course_nopop.php?catoid=1&coid=1452

Prerequisites
ENG 131; ENG 132 or ENG 133H

Additional Hours Per Week Required
Students should anticipate spending fifteen hours per week for this three-hour course. During this extra time you will be:
(01). Reading textbook chapters.
(02). Completing online quizzes and exams.
(03). Working on writing lab assignments.
Fifteen hours is only a guide, and the actual hours required will differ between students and the course load of a particular week.

**Required Textbook**

Cengage has several options available to students
https://www.cengage.com/c/bcom-10e-lehman/9780357026588PF/

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**Plagiarism / Academic Dishonesty**
This course utilizes turnitin to check for plagiarism. Submissions from my students over the semesters are automatically cross-referenced and verified for originality. Instances of academic dishonesty will result in a zero on the assignment and the notification of the SFASU Associate Dean.

**Online Learning Environment**
BCM247 is an online course. There will be no face-to-face meetings nor set class times.
Reasons that students do poorly in this online BCM247 course:
(01). Not reading the syllabus.
(02). Not being familiar with Brightspace.
(03). Not paying attention to deadlines
(04). Getting behind
(05). Procrastination.
(06). Not reading and understanding the assignment
(07). Not viewing the videos
(08). Not taking the research assignment seriously and not sticking to the topic provided. The research assignment is 15% of the semester grade.
(09). Not reading the textbook
(10). Not using the checklist before submission of lab assignments
(11). Not budgeting time and allowing enough time for completing the task
(12). Not reading the Brightspace news items that are frequently posted.
(13). The lack of communication with the professor. Ask questions if you do not understand. I am here to help.

Course Requirements
(01). Brightspace is used for this course.
   A. Quizzes and Examinations
   B. Saving all documents for grading to the correct Dropbox
   C. Posting of grades
   D. Course Calendar
   E. Syllabus
   F. Emails (All email communications must be through Brightspace)
(02). A good internet connection. Do not rely on hotspots or public WIFI.
(03). Textbook.

Written Communications
(01). BCM247 is a business writing course of short documents.
(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). Spelling and grammar are paramount in business communications.
(05). HINT: There is nothing wrong with simple business sentences. Business communications are direct and to the point; clear and concise.
(06). Not all details presented for a writing assignment need to be included in the final document; this is cognitive thinking in action.
(07). Do not expend time customizing a header or a footer. There are no additional points for being the most creative or artistic.
(08). Read the assignment. Do not embellish, invent details, or add storylines not contained within the assignment. No "facts not entered into evidence." This is not a creative writing class.
(09). Open or closed/ending punctuation is acceptable as long as it is consistent.
(10). All assignments have a due date and time. The Dropbox will seal at the appointed time and will not be reopened.

File Naming Convention
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, YYYYY or MMMM DDth YYYYY.
(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.

Course Assignments
Deadlines
A university non-scheduled outage exceeding twelve hours is a bona fide reason for missing a deadline. Late assignments must be saved to the Brightspace Dropbox of LAB00-Penalty Box. **You must notify me by email that you have**
submitted it. The clock continues to run until I receive an email. No late submissions will be accepted for LAB06-LAB09. The email date/time stamp determines the penalty. Late assignments will incur a penalty as follows:

<table>
<thead>
<tr>
<th>HOURS LATE</th>
<th>PENALTY</th>
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<tbody>
<tr>
<td>0-24</td>
<td>-1 Letter Grade</td>
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<tr>
<td>24-48</td>
<td>-2 Letter Grades</td>
</tr>
<tr>
<td>49-72</td>
<td>not graded. Zero</td>
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</tbody>
</table>

Research-Based Assignments
Students are expected to know how to conduct primary and secondary research and communicate this in some form. Students will learn proper research methods, paraphrasing, and APA formatting.

Examinations
(01). Four exams through Brightspace with an extended window of time.
(02). Multiple choice.
(03). Non-Comprehensive final and is not optional.
(04). No extensions nor makeups.
(05). One attempt allowed.
(06). Timed limit of seventy-five minutes.
(07). At least one online exam will be proctored.

Lab Assignments
There are eight written lab assignments within this course.

Quizzes
(01). Fourteen Brightspace quizzes will be available on the first class day.
(02). Each quiz has a due date.
(03). No extensions or makeups.
(04). Two attempts per quiz.
(05). Sixty-minute time limit.
**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](http://www.sfasu.edu/policies/class-attendance-6.7.pdf)

**Grading**

(01). This class is points-based.

(02). The race is on to 1,000 points.

(03). There are at least fifty bonus points available.

(04). Each exam, quiz, lab, etc. has an assigned value of points.

(05). Do not leave points on the table. Every point counts.

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

(06). All grades and points can be viewed at any time within Brightspace.

(07). You are required to check your grade and points often and notify me of any discrepancies.

(08). I do not curve the final semester grade. There are ample opportunities for earning bonus points during the semester.

(09). Each written assignment will be graded, and two documents will be posted against the assignment within Dropbox. An MS Excel rubric/matrix explaining how the grade was arrived at and an MS Word document highlighting the positives and negatives of the paper.

**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>WHAT</th>
<th>POINTS EACH</th>
<th>% OF TOTAL</th>
<th>TOTAL %</th>
</tr>
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<td>CHAPTER QUIZ BRIGHTSPACE QUIZ01</td>
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<tr>
<td>QUIZ02</td>
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<td>QUIZ03</td>
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<td>QUIZ04</td>
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<td>QUIZ05</td>
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<td>QUIZ06</td>
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<td>QUIZ07</td>
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<td>EXAMS BRIGHTSPACE EXAM01</td>
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<td>EXAM04</td>
<td>80.0</td>
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<td>TOTAL EXAM POINTS:</td>
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<td>LAB ASSIGNMENTS:</td>
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<tr>
<td>LAB01-Thank You Letter</td>
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<td>LAB02-Good News</td>
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<td>LAB04-Persuasive Message</td>
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<td>LAB07-Resume</td>
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<td>LAB08-Mock Interview</td>
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<td>TOTAL LAB POINTS:</td>
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<td>SUB TOTAL POINTS:</td>
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**ADDITIONAL POSSIBLE POINTS**

- Discretionary (BONUS): 0.0
- LAB00A-Bonus Profile Picture: 5.0
- LAB00B-Bonus Giraffe: 5.0
- LAB00C-Bonus Resume: 15.0
- LAB00D-Syllabus Quiz: 20.0
- LAB08 ZOOM Participation: 10.0
- LAB08 ZOOM Interview**: 25.0
- BONUS Discussion 01: 5.0
- BONUS Discussion 02: 5.0
- BONUS Discussion 03: 5.0

**TOTAL BONUS-ADDITIONAL POINTS:** 95.0

**FINAL SEMESTER TOTAL POINTS:** 1,095.0
Course Calendar
July-August 2020
NOTE: Items are due by noon on Friday, August 7th, 2020

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
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**Most Assignments are due by 11:59 pm on Sunday’s**

**Bonus Assignments Due on Fridays by 11:59 pm**

**Items due on Friday August 7th are due by noon**

LAB01- Thank You Letter / LAB02- Good News / LAB03- Bad News / LAB04- Persuasive News / LAB05- APA & Paraphrase / LAB06- Research Paper / LAB07- Resume / LAB08- Mock Interview / . **All Quizzes are open with due dates. Quizzes are never reopened. Do not be late.**
Addendums
Addendum 01: Written Submission Checklist

_____ 01. Short, Clear, Concise, and Non-Verbose?
_____ 02. Read, understood, and followed assignment directions?
_____ 03. Microsoft Word Document?
_____ 04. Arial 14pt font
_____ 05. 1.0 spacing
_____ 06. Blank space between paragraphs.
_____ 07. 1" margins with 1" header and footer?
_____ 08. Date as MMMMM DD, YYYY or MMMM DDth YYYY?
_____ 09. Numbers spelled out accordingly zero to one-hundred?
_____ 10. No contractions such as don’t – use do not instead.
_____ 11. Spell check?
_____ 12. Grammar check?
_____ 13. Consistency between open or closed/ending punctuation.
_____ 14. Header and footer, if required?
_____ 15. Proper salutations and closing?
_____ 16. Word count if there is a requirement?
_____ 17. Does the word count exclude the header, footer, and references?
_____ 18. Brevity, business direct, non-creative writing?
_____ 19. Is the file saved to the correct Brightspace Dropbox?
_____ 20. Proper file naming convention? LAB##-First Last.docx
_____ 21. 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: Writing Sample

Please review the writing sample on the next page. During the course and professor evaluations, students requested that a writing sample of expectations and formats be included within the syllabus.

In the interest of TQM, Total Quality Management, and continuous improvement, I have included such a document for your edification. I read and respond to student evaluations.
Professor Shane Allen
Writing Sample

January 2nd, 2029

This letter is a sample of the writing format you will use in this class utilizing MS Word. The first thing you should notice is that the date is spelled out. The line spacing is single with zero points before and after. This document is easy to read.

Some lab assignments will require a header and or a footer, and these will be explained on each lab assignment. There are a total of either eight or nine lab assignments in this course, depending on the semester. Notice that eight and nine are spelled out. All numbers between zero and one-hundred are spelled out. Exceptions to the number spelling are when writing dollars amounts and fractions. There are no contractions within this document.

Notice how each paragraph breaks naturally and is not long. Short paragraphs are easier to read and are used within business communications. The font is Arial 14, and there is a single space between paragraphs.

The file naming convention is LAB##-First Name Last Name.docx

This letter is named LAB96-Shane Allen.docx
The first lab, LAB01, will be named LAB01-Shane Allen.docx. Always include the leading 0 in the LAB name then the LAB number. Use your own first and last name.

Included within the syllabus is a checklist for you to review before the submission of the lab assignment. Do not lose points because of incorrect file names, wrong font, wrong spacing, etc.

This MS Word document has been spelled checked, and the grammar has been verified by the software Grammarly. This document is short, clear, concise, and non-verbose.

Regards,

Professor Shane Allen
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 the 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

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

The student will demonstrate effective oral and written communication skills by Composing a professional quality business document and (2) preparing and delivering a professional presentation on a business topic. Written Communication and Oral Communication.
(01). The student will demonstrate knowledge of fundamental information technology tools and concepts. Technology.
(02). The student will exhibit an understanding of ethics and social responsibility. Ethics.
(03). The student will apply critical thinking skills by solving problems requiring quantitative and/or qualitative analysis. Critical Thinking.
(04). The student will demonstrate multicultural and diversity understanding. Diversity.
(05). The student will demonstrate an understanding of teamwork as it occurs in business situations. Teamwork.
(06). The student will effectively apply knowledge and skills in the functional areas of business. Business Knowledge.
(07). The student will demonstrate career readiness through completion of a structured field-based work internship experience. Career Readiness.
General Education Core Curriculum
The Texas Higher Education Coordinating Board has identified six core learning objectives: Critical Thinking Skills, Communication Skills, Empirical and Quantitative Skills, Teamwork, Personal Responsibility, and Social Responsibility. SFA is committed to the improvement of its general education core curriculum by regular assessment of student performance on these six objectives.

By enrolling in BCM 247 – Business Communication, you are also enrolling in a Core Curriculum Course that fulfills the CRITICAL THINKING, WRITTEN AND ORAL COMMUNICATION, TEAMWORK, AND PERSONAL RESPONSIBILITY requirement. You will see this course on your Brightspace list.

*** END OF SYLLABUS – LAST PAGE ***