IMPORTANT: SFASU course numbering has changed. If you have already satisfactorily completed GBU310, then you need to drop this course.

The mantra of this course is "Business Communication Technology is Continuously Changing."

Student success in this course depends on students not procrastinating and asking questions. If you are experiencing difficulties 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. Sufficient time is allocated to complete assignments in a timely manner. I do not extend due dates.

Your priority is to get access to CENGAGE Unlimited, which provides access to SAM, Skills Assessment Manager, and a textbook. SAM is used for the MS Office components of this course. You will be learning advanced techniques in MS Word, Excel, Powerpoint, and Outlook. Familiarize yourself with Brightspace as everything in this course has been set up. Brightspace provides you with due dates. Do not sign up for the free trial version of SAM before the first class day.

There is no textbook required for this course. An open-source textbook will be provided to you. All other reading material will be web-based at no cost.

Professor Shane Allen

**BE SAFE, BE WELL, BE VAXED, BE MASKED, BE SOCIALLY DISTANCED***

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Syllabus Revision History

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Disclaimer
The syllabus, calendar, and course information are subject to change. APPLE IOS Products do not work well in this course, especially on SAM projects. You are encouraged to use Microsoft Windows and Microsoft Office. Chromebooks and similar will not work in this course. MacBook Air computers will not work in this course.

Contact & Course Information
Class: BUSI3310.501 13585 Fall S1 2021
[Previously known as GBU310]
Course Title: Business Communication Technology
Location: Online
Time: No set days or times
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.
University Business Only: allenmicha@sfasu.edu
Department: Business Communication and Legal Studies
Phone: 936-468-1727 (Voice mail only checked during office hours)
Office: 229A McGee Business Building
Contact: Brightspace email, Discussion Area, and ZOOM
Office Hours: The ZOOM Link will take you to the Virtual Office Hours Meeting. F2F office hours will also be available by ZOOM.
            Please contact me to arrange other days/times.

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Message from the SFASU President

STEVEN F. AUSTIN STATE UNIVERSITY
Office of the President

The Fall 2021 semester is upon us. After more than 18 months into the pandemic, our focus is to safely restore and preserve as much normalcy and as many in-person learning experiences as possible for our students. The Delta variant has rapidly accelerated the spread of COVID-19 in our area, and we recommend some specific actions:

- Get vaccinated at any locally available site.
- Wear a face covering or mask in public indoor settings, to protect others.
- Consider having events outdoors or in other highly ventilated or sanitized areas.
- Accommodate some meetings or other gatherings through Zoom or Teams.
- Encourage, but do not require, any of these actions, to remain in compliance with Texas Governor Greg Abbott’s Executive Order GA-38.

Governor Abbott has spoken about personal responsibility, which is about watching out for how you impact others by making good decisions yourself.

Protecting against COVID-19 is not just about you or your health. Even if you have previously had COVID, been vaccinated or otherwise do not believe you will personally get seriously ill, you can carry the virus and spread it to children, individuals with comorbidities and others who do not have the option to be vaccinated. In fact, you can be asymptomatic and carry the virus and not even know you are infecting others. Area hospitals, especially intensive care units (ICUs), are struggling currently with high numbers of hospitalizations.

Abiding by the principles of respect and care for each other is The SFA Way. The five principles of The SFA Way include Respect, Caring, Responsibility, Unity and Integrity. Individuals who responsibly care for their own health, and seek to protect that of others around them, are certainly living up to The SFA Way. A return to normal is continuing to conduct ourselves by these principles.

Thank you,
Scott Gordon
President
**SFASU COVID-19 FLOWCHART**

This is a face-to-face course. I encourage you to become familiar with the COVID-19 on-campus protocol, wear a mask, practice good hygiene, and be socially distanced.

![COVID-19 Flowchart](image-url)

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**Please direct any additional questions to Director of Environmental Health, Safety and Risk Management Jeremy Higgins by email at higginsjk@sfasu.edu or at ext. 4532.**
Student Mental Health and Wellness
SFASU values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students' mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
- SFASU Counseling Services
  www.sfasu.edu/counselingservices
  3rd Floor Rusk Building
  936-468-2401

SFASU Human Services Counseling Clinic
  www.sfasu.edu/humanservices/139.asp
  Human Services Room 202
  936-468-1041

Crisis Resources:
  Burke 24-hour crisis line 1(800) 392-8343
  Suicide Prevention Lifeline  1(800) 273-TALK (8255)
  Crisis Text Line: Text HELLO to 741-741

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.

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 fifteen hours per week for this three-hour course.

Completing SAM trainings and projects, reading textbook chapters and online material, completing quizzes and exams, and participating in discussions. Fifteen hours is only a guide, and the actual hours required will differ between students and the course load of a particular week.

Plagiarism / Academic Dishonesty
This course utilizes TurnItIn and Grammarly to check for plagiarism on written assignments. Instances of academic dishonesty will result in a zero on the assignment and may result in failure of the course, at the sole discretion of the professor and reporting to the academic
Your work must be original, created by you, and specific to this class. The work can not be reused or recycled from another class at this or any other institution of higher education. You are permitted to incorporate the feedback you receive from either your professor, your classmates, and tutors at the AARC. You may use any resources available to you while taking exams and quizzes, except for collaborating with others. Exams may be proctored.

**Required Textbook and Materials**

- There is no textbook to purchase. An open-source textbook will be made available to you from within the CONTENT tab of Brightspace. Other articles for discussion will be obtained from the internet at no fee.
- Access to Cengage Unlimited is required. Cengage Unlimited provides access to any textbooks that will be utilized and SAM, Skills Assessment Manager. Use the link within Brightspace for purchasing and access to CENGAGE Unlimited and SAM, Skills Assessment Manager.

**Required Computers and Software**

- MS Office 365 Desktop Edition
- Prior versions of MS Office may not be used.
- Microsoft Windows 10 computers with the latest Microsoft Office Suite is the standard used in this course.
- The university provides all students access to MS Office 365 Desktop at no charge. Included are MS Word, Excel, PowerPoint, Outlook, and other software solutions. Download the install package from the MYSFA home page. A scaled-down version of the Apple IOS version is available. However, this scaled-down version does not work well in completing CENGAGE SAM assignments. You are encouraged to use Microsoft Windows computers.
- Apple users should consider purchasing MS Office Pro for Mac. The software is available through the SFASU bookstore at an approximate cost of $40.00.
- No grading allowances will be made for not using the required versions of MS Windows and MS Office.
- If you are on campus, there are computer labs available for you to use.
- A stable high-speed internet connection is required.

**SAM Registration**

- SAM has been set up so that it interfaces with and is accessed from within Brightspace.

**Additional Course Requirements**

- Brightspace is used for this course.
- A good internet connection. Do not rely on hotspots or public WIFI.
CENGAGE Unlimited for access to textbooks, SAM trainings, and SAM exams.

**Online Learning Environment**
BUSI3310 is an online course. There will be no face-to-face meetings nor set class times.

**Grading**

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The final semester grade is not curved. There are opportunities for earning bonus points during the semester, which negates the need for curving the grade.

***CONTINUED ON NEXT PAGE***
## Point Analysis

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- Discretionary Bonus: 0
- QZ00A-Bonus Profile Picture: 5
- QZ00B-Bonus Syllabus Quiz: 10
- WEEK02: Bonus Discussion: 5
- WEEK04: Bonus Discussion: 5
- End of Semester Bonus Discussion: 5
- Brightspace Grade Check Bonus: 5
- MYSFA Course Eval Submitted Bonus: 5
- TOTAL BONUS ADDITIONAL POINTS: **40**

**FINAL SEMESTER TOTAL POINTS:** 1,080
Late Policy
A university non-scheduled outage exceeding twelve hours is a bona fide reason for missing a deadline.

Late Submissions
All SAM trainings, projects, and exams incur an automatic 25% per day penalty for late submissions, regardless of the circumstances. Sufficient time has been allocated to complete the SAM components on time. No late submissions are accepted for any bonus assignments, discussions, the LAB01-Voicemail Assignment, LAB02-Semester Review Project, or the SAM Semester Final Exam. The SAM Semester Final Exam must be completed by 11:59 pm on Thursday, December 9th, 2021.

Examinations
Exams through Brightspace and SAM with an extended window of time.
The SAM final is comprehensive and is required.
No extensions nor makeups.
There are no second chances to "repeat" the exam.
One attempt allowed.
Timed limit depending on the exam.
A selected exam will be proctored.

Group Projects
There are no group projects in this course.

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 cannot attend class. Please see the SFASU policies and procedures for information regarding excused absences.
http://www.sfasu.edu/policies/class-attendance-6.7.pdf
### Course Calendar

#### August 2021

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**NOTES:** See News Item on SAM Registration and Troubleshooting. Meetings are available the first week. It is imperative, with all due urgency post haste that you begin working with SAM. **IMPORTANT:** A Week starts on Monday and goes to Sunday.

QZ00A-Brightspace Profile Picture | QZ00B-Syllabus Quiz | LAB01-Voicemail Assignment
September 2021

**IMPORTANT: A Week starts on Monday and goes to Sunday**

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<td>WEEK02 Bonus Discussion Opens 08:00am</td>
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<td>7</td>
<td>WK03:DY12</td>
<td>WK03:DY13</td>
<td>WK03:DY14 Exam01 Opens 08:00am</td>
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<td>13</td>
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<td>WK04:DY17</td>
<td>WK04:DY18</td>
<td>WK04:DY19 Exam04 Bonus Discussion Opens 08:00am</td>
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<td>19</td>
<td>20</td>
<td>21</td>
<td>WK05:DY22</td>
<td>WK06:DY23</td>
<td>WK06:DY24 Exam02 Opens 08:00am</td>
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October 2021

**IMPORTANT: A Week starts on Monday and goes to Sunday**

**LAB02-Semester Review Project**
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
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

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 ***