

GBA 180

Communication Technology

Spring 2008

Instructor: Tab W. Cooper
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Office: SHB 200-N
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Class Times: MW 11:00 - 12:20 SHB 309
 MW 2:00 - 3:20 SHB 208
 TT 9:30 - 10:50 SHB 208
 TT 12:30 - 1:50 SHB 208
 TT 2:00 - 3:20 SHB 208
 TuN 6:00 - 8:50 SHB 303

Office Hours: MW 8:00 - 11:00
 TT 8:00 - 9:30
 TT 11:00 - 12:30
 Fri 8:00 - 2:00

Text: Microsoft Office 2003, volume 1 by Robert T. Grauer & Maryann Barber (Optional)

Supplemental materials: A Flash/Travel drive to manage assignments.
Student computer account.

Course description: An introduction to the use of word processing, spreadsheet, presentation and internet software. Emphasis is placed on the proficient use of application software to prepare students toward successfully fulfilling requirements of subsequent academic course work, i.e. accounting, finance, business analysis, research writing, etc.

Course objectives:

- Gaining Students will learn fundamental principles of the Operating system, Word Processor, Spreadsheets, and PowerPoint presentations.
- At the end of the course the student will be able to proficiently format and enter materials for business use, in a word document.
- Students will be able to create and format worksheets for communicating in business.
- Students will be able to develop basic skill in using Spreadsheet software to communicate financial and numerical information in business.
- At the end of the course, the students will be able to create and present PowerPoint presentations.

Course Evaluation Process:

Four Exams	100 points each
Group Projects	50 points
Individual Projects	50 points
Final Exam	100 points

Course Grades: Grades in this course are determined by applying the following scale to a student's average:

> 449	A
400 – 449	B
350 – 399	C
325 – 349	D
< 325	F

Policies:

Students with Disabilities Police: It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic, Student Life program or activity. Students with disabilities may request academic assistance when needed from their instructor, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936) 294-1720.

Religious Holiday Policy: Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

Other:

- Students are responsible for abiding by all published University rules and regulations as printed in the Undergraduate Catalogue, Student Guidelines, and in other official University publications.
- Students must setup an account to use the University Information System and to send and receive mail.
- **Smoking, Food or Drinks are not allowed in class at any time.**
- **No Instant Messaging in the classroom at any time.**

Attendance & Attendance Policy:

- A record of class attendance will be maintained.
- ANY SPECIAL CONSIDERATION TOWARD FINAL GRADE WILL ONLY APPLY TO THOSE STUDENTS WHO MISS <= 4 hours of CLASS DURING THE ENTIRE SEMESTER (**irrespective of the reason**). This policy also applies to students whose grades are "border line" (e.g., 89.4, 79.4).

Exams & Assignments:

- Assignments should be submitted by the due dates given.
- Assignments submitted after the due date, are subject to a late penalty.
- The final exam will be a "comprehensive" exam.
- There will be no early finals or make up examinations given for any reason.
- No makeup assignments will be given without prior approval from instructor.
- Final exam may be substituted for missed exams.

Final Grade:

- **No grades will be given over the telephone or by email.**
- Final grades will be posted on Blackboard *between 24-48 hours after the scheduled final.*

<u>TENTATIVE COURSE SCHEDULE</u> <u>GBA 180 Spring 2008</u>	
<p>Introduction</p> <ul style="list-style-type: none"> • Project Requirements • Essential of Microsoft® Windows • The Internet and World Wide Web <p>Microsoft® Excel</p> <ul style="list-style-type: none"> • Introduction to Excel • Gaining Proficiency <p style="text-align: center;">Exam 1</p> <p>Microsoft® Word</p> <ul style="list-style-type: none"> • Introduction to Word • Editing and Formatting • Enhancing a Document • Advanced Features 	<p style="text-align: center;">Exam 2</p> <p>Microsoft® PowerPoint</p> <ul style="list-style-type: none"> • Introduction to PowerPoint • Custom and Slide Transition • Inserting Picture and Audio Files • Graphics <p style="text-align: center;">Exam 3</p> <p>Microsoft® Excel</p> <ul style="list-style-type: none"> • Spreadsheets in Decision Making • Functions <p style="text-align: center;">Exam 4</p> <p style="text-align: center;">Final Comprehensive Exam</p>