

GBA 180

Fall 2007

Instructor: Tab W. Cooper
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<u>Class Times:</u>	MWF	8:00 - 9:00	SHB 208* GBA 180	<u>Office Hours:</u>	Mon	5:00 - 6:00
	MW	9:30 - 11:00	SHB 208		Tues	8:00 - 2:00
	MW	11:00 - 12:30	SHB 208		Thur	8:00 - 2:00
	MWF	1:00 - 2:00	SHB 208* GBA 180		Fri	9:00 - 2:00
	MW	2:00 - 3:30	SHB 208			
	MoN	6:00 - 9:00	SHB 340* GBA 180			

Text: Exploring Microsoft Office 2007 with Student CD, volume 1 by Robert T. Grauer & Maryann Barber
Student CD consist of a required account for MyITLab support software which can also be subscribed through www.myitlab.com. Textbook is optional, but recommended.

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 a factual knowledge (terminology, classifications, methods, trends).
- Learning fundamental principles of the Operating system, Word Processor, Spreadsheets, Presentation software and file management.
- Use a variety of personal computer application software and learning to *apply* course material.
- Search for, access, and retrieve information and other data from the Internet.
- Use university technology resources.

Course Evaluation Process: The course grade will be determined based on student performance with exercises, quizzes and exams on MyITLab.

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

90% <	A
80% - 89%	B
70 - 79%	C
65% - 69%	D
< 65%	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, cell phones or text 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).
- For each **hour of absence in excess of three, five points** will be deducted from the student’s **final grade**. (Example: A student with a final grade of 99 with five absences would have ten points deducted from their final grade, resulting in a grade of 89. No special consideration for rounding the grade to an “A” would be granted due to the absences).

Exams & Assignments

- Assignments should be submitted by the due dates given.
- 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.
- Student must be physically present in classroom during exams.

Final Grade

- **No grades will be given over the telephone or by email.**

<u>TENTATIVE COURSE SCHEDULE</u> <u>GBA 180 Fall 2007</u>	
<p>Introduction</p> <ul style="list-style-type: none"> • Project Requirements • Essential of Microsoft® Windows • The Internet and World Wide Web <p>Microsoft® Word</p> <ul style="list-style-type: none"> • Introduction to Word • Editing and Formatting • Advanced Features • Enhancing a Document <p>Microsoft® Excel</p> <ul style="list-style-type: none"> • Introduction to Excel • Gaining Proficiency • Spreadsheets in Decision-making • Functions 	<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;">Final Comprehensive Exam</p>