

SAM HOUSTON STATE UNIVERSITY

DEPARTMENT	General Business & Finance
COURSE NUMBER/TITLE	GBA 180 Effective Communications Techniques
INSTRUCTOR	Mr. Paul Allen, MBA
TEXT	<i>Microsoft Office 2007</i> , Volume 1 by Robert Grauer, Prentice Hall 2008.

INSTRUCTOR INFORMATION

Office: SHB #200J
Office Hours: By appointment or
Monday/Wednesday/Friday 10:00 a.m. to 12:00 noon and Monday 3:00 p.m. to 6:00 p.m.

Phone: (936) 294-3179 ext. 43179
Email: gba_pra@shsu.edu

COURSE DESCRIPTION

This course is intended to develop and enhance computer literacy, Internet savvy, electronic communication and written communication skills. Students are expected to proficiently format and process data for business use as well as communicate financial and numerical information for business use.

COURSE OBJECTIVES

Students will learn the fundamental principles of the Operating System, Word Processor, Spreadsheets, and PowerPoint presentations and will be assessed by demonstration of successfully completing the required assignments, and meeting the minimum expected level of performance on the major exams in each of these areas.

- At the end of the course students will be able to proficiently format and enter materials for business use, in a word document.
- At the end of the course students will be able to create and format worksheets for communicating in business.
- At the end of the course 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, students will be able to create and present PowerPoint presentations.

COURSE EVALUATION

The *Grading Procedure* is based on various computer exercises, keyboarding assignments, review quizzes and production exams administered throughout the semester. The grading procedure is stated below.

Section 1	Microsoft 2007/Computer Literacy	10%
Section 2	Format Skill Development	20%
Section 3	Financial/Numerical Development	20%
Section 4	Data Base Management	20%
Section 5	Electronic Presentations	20%
Section 6	Comprehensive Final Exam	10%
	Total	100%

MAJOR EXAMS

Major Exams will be based on the material presented in class along with the designated textbook chapters. Major Exams consist of 25 True False questions, 25 Multiple Choice questions, and appropriate application exercises. A ScanTron #882 will be required for each exam. All Major Exams will be “scheduled” including the FINAL EXAM!

CLASS ATTENDANCE

- The catalogue of Sam Houston State University requires the each faculty member announce and discuss attendance policies and requirements in the Syllabus.
- Regular and punctual class attendance is expected and the instructor, beginning on the first class day will maintain a written record of absences.
- Class attendance is vital to students’ performance on examinations and completion of course assignments.
- Any student who has **8** or more absences for any reason will receive an automatic **F** for the course!
- Three tardies, or leaving class early three times (or a combination) count as one absence.
- In the event the absence causes the student the miss course assignments or a major exam, the student must receive special permission from the instructor for make-ups.

MAKE-UP POLICY

Make-up work will NOT be allowed! Make-up examinations will not be provided *except under unusual circumstances!* All students should make every effort possible to attend every class.

RELIGIOUS/HOLY DAYS

Students who are absent from class for observance of a religious holy day will be allowed to make up work scheduled for that class day within one week of returning to class. The student must notify the instructor of each scheduled class day to be missed for such reason within 15 calendar days of the semester beginning.

CELL PHONES

Please turn OFF your cell phones! They distract students and ME! Use of cell phones is NOT permitted during class, including TEXT MESSAGING! NO other types of listening devices are permitted in class unless approved by the instructor.

STUDENTS WITH DISABILITIES

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic of Student Life program or activity. Disabled students may request help with academically related programs stemming from individual disabilities from their instructors, 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.

ACADEMIC INTEGRITY

Students are responsible for their own work for all class assignments! Students are expected to conduct themselves in an orderly and professional manner. Students are expected to adhere to all published University rules and regulations as printed in the Undergraduate Catalogue, *Student Guidelines*, and other official University publications.

CLASSROOM POLICY

No food, beverages, or smoking permitted in the classroom! Bring your textbooks to every class, be prepared, and arrive on time!

TENTATIVE SCHEDULE
Spring Semester 2008

<i>COMPUTER LITERACY</i>		
Week #1	Equipment Operations Windows XP	January 15/17
Week #2	Microsoft Windows 2007 Computing Concepts	January 23/25
Week #3	Office Fundamentals Operational Techniques	January 28/30 February 1

<i>FORMATTING SKILL DEVELOPMENT – WORD</i>		
Week #4	Word 2007 Applications	February 4/6/8
Week #5	Word Processing Format	February 11/13/15
Week #6	Word Processing Design	February 18/20/22

<i>FINANCIAL & NUMERICAL INFORMATION – EXCEL</i>		
Week #7	Excel 2007 Applications	February 25/27/29
Week #8	Spreadsheet Format	March 3/5/7
Week #9	Spreadsheet Design	March 17/19

<i>DATA BASE MANAGEMENT – ACCESS</i>		
Week #10	Access 2007 Applications	March 24/26/28
Week #11	Data Base Format	March 31 April 2/4
Week #12	Data Base Design	April 7/9/11

<i>ELECTRONIC PRESENTATIONS – POWERPOINT</i>		
Week #13	PowerPoint 2007 Applications	April 14/16/18
Week #14	PowerPoint Format	April 21/23/25
Week #15	PowerPoint Design	April 28/30 May 1
Week #16	PowerPoint Development	May 5/7

<i>COMPREHENSIVE COURSE EXAM</i>		
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KEY SEMESTER DATES

January 15	WEDNESDAY. Daytime on-campus classes begin.