

**SAM HOUSTON STATE UNIVERSITY**  
**COLLEGE OF BUSINESS ADMINISTRATION**  
Department of General Business and Finance

**Course Syllabus**

**Fall, 2007**

**COURSE NUMBER:** GBA 180

**COURSE TITLE:** Electronic Communications Techniques

**PREREQUISITES:** None

**INSTRUCTOR:** Mr. Pat Tomlin

**OFFICE:** SHB 210G  
**Ph #:** (936) 294-1027

**EMAIL:** [fin\\_cpt@shsu.edu](mailto:fin_cpt@shsu.edu)

**OFFICE HOURS:** MWF 0730 - 0800  
MWF 1100 - 1230

**REQUIRED TEXTS:** Exploring Microsoft Office 2007, Volume I, with Student CD  
by Grauer, Hulett, Krebs, Lockley, Mulberry, Scheeren

NOTE: Student CD consist of a required account for MyITLab support software which can also be  
Obtained via a subscription through [www.myitlab.com](http://www.myitlab.com).

**REQUIRED MyITLab REGISTRATION:** **Course ID:** CRSWE9C - 10229

**REQUIRED MAT'LS:** 1.) Active Student Computer Account with SHSU Computer Services  
2.) USB Flash Drive—any capacity.

**COURSE DESCRIPTION:** This course is designed to provide the student with a background in electronic communications skills. These skills include producing properly formatted business documents concentrating on developing computer literacy and communication of business information in text and numerical formats both in print and online. Credit 3.

**COURSE OBJECTIVES:**

Upon completion of this course, students should have developed the following:

- 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 PROCEDURE:**

Immediately purchase Grauer text and student ID for the course and go to the **MyITLab** website to sign up for the on-line portion of the course. Each student must have a unique student account, login name and password to enroll in the course. **Use your SHSU username and password so you can remember it easily. This must be accomplished before next class period.**

### **COURSE EVALUATION PROCESS :**

The student's grade percentage that he/she has earned in the on-line portion of the course (MyITLab) will determine that student's overall grade for the course.

The student's grade is then determined by applying the following scale to his/her MyITLab average:

90 - 100	= A
80 - 89.99	= B
70 - 79.99	= C
60 - 69.99	= D
< 60.0	= F

**There will be no early finals or other exams given for any reason.**

**Smoking, Food, Drinks are not allowed in class at any time. (Includes Chewing Gum).**

### **EXAM POLICY:**

**ALL Proficiency Exams must be taken in person, in the classroom by each individual student. Each student must sign in and show a valid picture ID before being allowed to sit for the exam.**

**Late Arrivals:** Students arriving for an exam after another student has finished the exam will not be allowed to begin taking the exam

Any examination missed because of an unexcused absence will be made up at the end of the semester when the **comprehensive Final Exam** is given. Those students who missed exams will have their Final Exam grade substituted for **one missed exam**. Students missing more than one exam without an official SHSU excuse will be given a zero (0) for all other missed exams. Those missing exams because of an official SHSU excused absence must make arrangements to take a make-up exam within one (1) week of returning to class.

### **EXERCISES & ASSIGNMENTS:**

**Skill-Based Exercises and Project-Based Assignments will be time-limited and must be completed on-line during the appropriate time period. These exercises and assignments may be done on any computer that has the appropriate MyITLab software and plug-ins installed.**

A student must obtain approval from the instructor for additional time to complete exercises and assignments. **Late work will subject to a late penalty of 50%. Late work must be completed within one (1) week of the original due date.** No additional time will be allowed for any student who misses class for any reason. Students are encouraged to work ahead to ensure that lab assignments will be turned in on time in the event of unexpected absences. **Absence is no excuse.**

Students will keep the computer lab(s) clean and picked up at all times. Each student will gather all excess papers, diskettes, pencils, books, etc. from around his/her work area each class period before leaving for the day.

**Smoking, Food, Drinks are not allowed in class at any time. (Includes Chewing Gum).**

### **ATTENDANCE POLICY:**

Attendance in this class is expected as is stated in the latest Sam Houston State University catalog. Those who miss a substantial number of classes will penalize themselves by missing quizzes and material that will be discussed in class, that may not appear in the texts, and over which the class will be tested on Exams.

The only absences recognized by SHSU as “**excused**” are those absences caused by the student’s participation in a university sponsored activity and accompanied by an official SHSU written explanation. **All other absences (illness, Dr.’s visits, transportation problems, etc.) are unexcused absences—no exemptions.**

A record of attendance in this class will be maintained daily. **If a student arrives late for class and the roll has been taken, it is the responsibility of the student to notify the instructor at the end of THAT PERIOD that he/she arrived late and was not absent.**

For each *hour of absence in excess of three hours*, **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 (“B”).

**Students will not be dropped from class due to absences. It is the responsibility of the student to drop a class.** Missed assignments and exams will result in a zero being given for those grades. Students who quit attending class but do not formally drop the class will be assigned the final grade of “**F**”.

### **STUDENT SYLLABUS GUIDELINES:**

<http://www.shsu.edu/syllabus/>

**ACADEMIC DISHONESTY:** Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. See *Student Syllabus Guidelines*.

**CLASSROOM RULES OF CONDUCT:** Students are expected to assist in maintaining a classroom environment that is conducive to learning. Smoking, Food, Drinks are not allowed in class at any time. (Includes Chewing Gum). Students are to treat faculty and students with respect. **Students are to turn off all cell phones while in the classroom. Under no circumstances are cell phones or any electronic devices to be used or seen during class times or examinations.** Students may tape record lectures provided they do not disturb other students in the process.

**STUDENT ABSENCES ON RELIGIOUS HOLY DAYS:** Students are allowed to miss class and other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Students remain responsible for all work. See *Student Syllabus Guidelines*.

**STUDENTS WITH DISABILITIES POLICY:** It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should visit with the Office of Services for Students with Disabilities located in the Counseling Center. See *Student Syllabus Guidelines*.

**VISITORS IN THE CLASSROOM:** Only registered students may attend class. Exceptions can be made on a case-by-case basis by the professor. In all cases, visitors must not present a disruption to the class by their attendance. Students wishing to audit a class must apply to do so through the Registrar’s Office.

**TENTATIVE COURSE SCHEDULE**  
**GBA 180 FALL, 2007**

<u>Date</u>	<u>Day</u>	<u>Topic</u>	<u>Text Reference **</u>	<u>REMARKS ***</u>
8/20	Mon	Introduction		
8/22	Wed	<i>Getting Started with MICROSOFT WINDOWS XP</i> File Mgmt	pp 1077 - 1113	See Addendum "A" for Details
8/24	Fri	<i>Getting Started with MICROSOFT WINDOWS XP</i> File Mgmt	pp 1077 - 1113	
8/27	Mon	<b>MICROSOFT OFFICE FUNDAMENTALS</b> Using Microsoft Office 2007	pp 3 - 67	
8/29	Wed	<b>MICROSOFT OFFICE FUNDAMENTALS</b> Using Microsoft Office 2007	pp 3 - 67	
<b>8/31</b>	<b>Fri</b>	<b>Proficiency Exam 1</b>		<b>(Hands-on, in class)</b>
<b>9/3</b>	<b>Mon</b>	***** <b>HOLIDAY</b> ***** <b>Word Processing</b>	<u><i>Exploring MS WORD</i></u>	See Addendum "B" for Details
9/5	Wed	Intro to MS Word	Ch 1	
9/7	Fri	Intro to MS Word	Ch 1	
		<b>Word Processing</b>	<u><i>Exploring MS WORD</i></u>	
9/10	Mon	Gaining Proficiency	Ch 2	
9/12	Wed	Gaining Proficiency	Ch 2	
<b>9/14</b>	<b>Fri</b>	<b>Proficiency Exam 2</b>		<b>(Hands-on, in class)</b>
		<b>Word Processing</b>	<u><i>Exploring MS WORD</i></u>	
9/17	Mon	Enhancing A Document	Ch 3	
9/19	Wed	Enhancing A Document	Ch 3	
9/21	Fri	Share, Compare & Document	Ch 4	
		<b>Word Processing</b>	<u><i>Exploring MS WORD</i></u>	
9/24	Mon	Share, Compare & Document	Ch 4	
9/26	Wed	Share, Compare & Document	Ch 4	
<b>9/28</b>	<b>Fri</b>	<b>Proficiency Exam 3</b>		<b>(Hands-on, in class)</b>
		<b>Spreadsheet</b>	<u><i>Exploring MS EXCEL</i></u>	See Addendum "C" for Details
10/1	Mon	Introduction To Excel	Ch 1	
10/3	Wed	Introduction To Excel	Ch 1	
<b>10/5</b>	<b>Fri</b>	Introduction To Excel	Ch 1	
		<b>Spreadsheet</b>	<u><i>Exploring MS EXCEL</i></u>	
10/8	Mon	<b>Proficiency Exam 4</b>		<b>(Hands-on, in class)</b>
10/10	Wed	Formulas & Functions	Ch 2	<b>"W" Drop Deadline</b>
<b>10/12</b>	<b>Fri</b>	Formulas & Functions	Ch 2	

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<u>Date</u>	<u>Day</u>	<u>Topic</u>	<u>Text Reference **</u>	<u>REMARKS ***</u>
		<b>Spreadsheet</b>	<u><i>Exploring MS EXCEL</i></u>	
10/15	Mon	Formulas & Functions	Ch 2	
10/17	Wed	Formulas & Functions	Ch 2	
<b>10/19</b>	<b>Fri</b>	<b>Proficiency Exam 5</b>		<b>(Hands-on, in class)</b>
		<b>Spreadsheet</b>	<u><i>Exploring MS EXCEL</i></u>	
10/22	Mon	Charts	Ch 3	
10/24	Wed	Charts	Ch 3	
10/26	Fri	Charts	Ch 3	
		<b>Spreadsheet</b>	<u><i>Exploring MS EXCEL</i></u>	
<b>10/29</b>	<b>Mon</b>	<b>Proficiency Exam 6</b>		<b>(Hands-on, in class)</b>
10/31	Wed	Large Worksheets/Tables	Ch 4	
11/2	Fri	Large Worksheets/Tables	Ch 4	
		<b>Spreadsheet</b>	<u><i>Exploring MS EXCEL</i></u>	
11/5	Mon	Large Worksheets/Tables	Ch 4	
11/7	Wed	Large Worksheets/Tables	Ch 4	
<b>11/9</b>	<b>Fri</b>	<b>Proficiency Exam 7</b>		<b>(Hands-on, in class)</b>
		<b>Presentations</b>	<u><i>Exploring MS PowerPoint</i></u>	<b>See Addendum "D" for</b>
<b>Details</b>				
11/12	Mon	Intro to PowerPoint	Ch 1	
11/14	Wed	Presentation Development	Ch 2	
11/16	Fri	Presentation Development	Ch 2	
		<b>Presentations</b>	<u><i>Exploring MS PowerPoint</i></u>	
<b>11/19</b>	<b>Mon</b>	<b>Proficiency Exam 8</b>		<b>(Hands-on, in class)</b>
<b>11/21 – 11/25</b>		***** THANKSGIVING HOLIDAYS *****		
11/26	Mon	Presentation Design	Ch 3	
<b>11/28</b>	<b>Wed</b>	Presentation Design	Ch 3	
11/30	Fri	PowerPoint MultiMedia Tools	Ch 4	
<b>12/3</b>	<b>Mon</b>	PowerPoint MultiMedia Tools	Ch 4	
<b>12/5</b>	<b>Wed</b>	<b>REVIEW for Comprehensive FINAL Exam</b>		
<b>12/10</b>	<b>MON</b>	<b>FINAL EXAM SHB Room 340, 0800 – 1000</b>		

## An Open Letter to My Students

Attending college is analogous to being employed. Success on the job is achieved only with hard work and effort. This is also true of college. Some students mistakenly believe that they are entitled to receive certain benefits merely because they have paid tuition for their classes. In my opinion this is faulty thinking on that student's part. Rather, your tuition should be viewed much like the "rent" an entrepreneur or company owner pays to obtain commercial space for his/her business venture. That entrepreneur is not guaranteed success in the venture. He/she must earn that success through hard work and dedication. The fact that you have "rented" your seat in this class does not guarantee any level of success. Your level of success will only be determined by your effort and work ethic.

It should come as no surprise that employers also require hard work and dedication from everyone employed by the company. Your employer expects you to be on the job every day. You are allowed only a specific number of sick days each year after which your pay is "docked". This is also true of this class. Regular and prompt attendance is essential, and your "sick" days are limited (see syllabus). Excessive absences may result in a loss of "pay" (grade).

Meetings are an essential part of the workplace, and everyone is expected to attend regularly and contribute to the discussion. If you miss an excessive number of meetings and/or do not share vital information, your employment success is in jeopardy. The same holds true for this class. You are not only expected to attend all of our "meetings", but you are expected to contribute to our discussion and analysis of assigned topics. This requires that you come to each class prepared to discuss the assigned material. Failure to do so may result in your missing information that is critical to your performance. This may put your success in jeopardy and may result in a reduction in your "salary" (grade).

Your employer requires you to submit all reports on time. Failure to do so will endanger your employer's business and your success. The same is true for this class. All "reports" (tests and papers) are due at the scheduled time (see Course Schedule). If, for a justified reason, you will not be able to meet the time schedule, you must notify me, just as you would contact your employer if you needed an extension. However, as in the workplace, such extensions do not come without cost. Extensions will result in a decrease in your "salary" (grade).

Performance reviews occur periodically in the workplace, and your employer determines the degree of your success during these reviews. Such is the case in this class. The "performance reviews" for this class are quizzes and exams (see syllabus). These reviews require you to show not only your knowledge of the material, but also your ability to use this knowledge in real-world situations. Your "pay" (grade) depends upon the magnitude of your performance.

If you attend class regularly, participate in class discussions and submit all materials well prepared and in a timely fashion, you have the potential to excel in this class. I'm looking forward to working with you and to learning with you. I am always available if you need assistance. Welcome and good luck!

Sincerely,

Charles P. Tomlin  
Dept. of GBA/FIN