SAM HOUSTON STATE UNIVERSITY

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

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 recognize the benefits of knowing how to proficiently format and process material for business use and understand rapidly changing communication techniques.

- Develop basic skill in formatting simple, initially printed documents for communication in business.

- Introduce and develop basic skill in composing documents for electronic communication using Microsoft Office 2007.

- Develop basic skill in using computer software to communicate financial and numerical information in business.

COURSE EVALUATION

There will be various computer exercises, keyboarding assignments, review quizzes and production exams administered throughout the semester. The grading procedure is as follows:

Section 1	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" and the FINAL EXAM schedule will be adhered to.

CLASS ATTENDANCE

- The catalogue of Sam Houston State University requires that each faculty member announce attendance policies and requirements.

- 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 an absence.

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 days of the semester beginning.

CELL PHONES

Please turn OFF your cell phones! Cell phones are 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 textbook to class, be prepared, and arrive on time!

INSTUCTOR INFORMATION

Office: SHB #200J   Phone: (936) 294-3179   ext. 43179
Office Hours: By appointment or   E-mail: **gba_pra@shsu.edu**
Monday/Wednesday/Friday: 7:30 a.m. to 9:00 a.m. and 11:50 a.m. to 1:00 p.m. Friday

KEY SEMESTER DATES

August 20	MONDAY. Daytime on-campus classes begin.
August 27	MONDAY. Last day to register and to process schedule changes.
September 3	MONDAY. Labor Day Holiday for students and faculty.
November 20	TUESDAY. Thanksgiving holidays for students and faculty.
December 7	FRIDAY. Study Day.
December 8-13	Final examinations

TENTATIVE SCHEDULE
Fall Semester 2007

COMPUTER LITERACY		
Week 1	Equipment Operations Windows XP	*August 20/22/24*
Week 2	Microsoft Windows 2007 Computing Concepts	*August 27/29/31*
Week 3	Office Fundamentals Operational Techniques	*September 5/7*

FORMATTING SKILL DEVELOPMENT—WORD		
Week 4	**Word 2007 Applications**	*Sept. 10/12/14*
Week 5	Word Processing Format	*Sept. 17/19/21*
Week 6	Word Processing Design	*Sept. 24/26/28*

FINANCIAL & NUMERICAL INFORMATION—EXCEL		
Week 7	**Excel 2007 Applications**	*October 1/3/5*
Week 8	Spreadsheet Format	*October 8/10/12*
Week 9	Spreadsheet Design	*October 15/17/19*

DATA BASE MANAGEMENT—ACCESS		
Week 10	**Access 2007 Applications**	*October 22/24/26*
Week 11	Data Base Format	*Oct. 29/31 Nov. 2*
Week 12	Data Base Design	*November 5/7/9*

ELECTRONIC PRESENTATIONS—POWERPOINT		
Week 13	PowerPoint 2007 Applications	*Nov. 12/14/16*
Week 14	PowerPoint Format	*November 19*
Week 15	PowerPoint Format	*Nov. 26/28/30*
Week 16	PowerPoint Design	*December 3/5*
COMPREHENSIVE COURSE EXAM		