

Sam Houston State University
College of Business Administration
Department of General Business Administration

Course Number:	GBA 180
Course Title:	Electronic Communications Techniques
Instructor:	Gary L. Payne, MBA
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Office Ext.:	
Email:	glp001@shsu.edu (Preferred communication, be sure to include your name, course name and date and time of course!)
Office Hours:	MOWE 8:00 – 9:30, 11:00 – 12:30 TUTH 9:30 – 11:00, 12:30 – 2:00
Required Text:	Exploring Microsoft Office 2007 Volume 1, Grauer, Scheeren, Lockley, Hulett, Krebs, Prentice Hall Copyright 2008, ISBN 0131575643
Text Web Site	http://wps.prenhall.com/bp_exploring_2007_1
Other materials:	USB Flash drive for Power Point Assignment Student computer account

Note: The Textbook is absolutely required for this course. Students must make arrangements to bring the text book to class by the second class day!

Course Description

A course 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

- Students will learn the fundamental principles of the Operating system, Word Processor, Spreadsheets, and PowerPoint presentations.
- They will be assessed by successfully completing the required assignments, and meeting the minimum expected level of performance on quizzes for each chapter
- 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.
- Students will be able to create and present PowerPoint presentations

Grading/Evaluation

Hands-on and Practice exercises 10 points each		90% +	A
Chapter Quizzes 100 points each		80%	B
Final Exam 100 points		70%	C
PowerPoint Project 200 points		60%	D
		Below 60%	F

There are approximately 13 chapter quizzes (drop 2), and 70 exercises (drop 4).

Quizzes & Exams

Chapter quizzes consist of either true/false or multiple choice questions drawn from material covered in class and in the text. Each chapter quiz will be given at the beginning of class (first fifteen to twenty minutes) following the completion of the chapter. **No make-up exams will be given** if you are absent or late to class, however you may drop two quiz grades. The only exception to this policy is for a **university approved excuse** when arrangements are made ahead of time.

The **final exam** is comprehensive. See the final exam schedule for times and dates.

You must provide a SCANTRON for each quiz and exam.

Hands-on Exercises

During each class students will be responsible for completing Hands-on exercises, and Practice exercises. These exercises are to be completed in class. If a student misses a class **no make-up work will be accepted**. However, Students are allowed to drop 4 Exercise grades during the semester. (If for some rare exception the instructor does accept a make-up exercise there will be a 5 point penalty)

Class Attendance

Regular and punctual class attendance is expected. A record of student attendance will be kept. It is University Policy that at the discretion of the instructor a student may be penalized for more than three hours of absences. Students are responsible for materials covered during class periods that may not be in the text. Students missing class are expected to get the notes, handouts and class announcements from a classmate.

It is expected that all students will attend class during the Student Power Point presentations. Anyone missing class during one of these days will be penalized 100 points for each absence

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.

STUDENT ABSENCES ON RELIGIOUS HOLY DAYS 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. Section 51.911 (a) (2) defines a religious holy day as: "a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20...." 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). 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. For a complete listing of the university policy, see:

http://www.shsu.edu/~vaf_www/aps/documents/861001.pdf

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 are expected to visit with the Office of Services for Students with Disabilities located in the Counseling Center . They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Counseling Center and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Counseling Center . For a complete listing of the university policy, see:

http://www.shsu.edu/~vaf_www/aps/811006.pdf

Class Conduct

Smoking, dipping, drinking, eating and use of cell phones during class are prohibited.

Technology

Any use of technology, including MP-3 Players, Cell Phones, I-Pods, etc. during class lectures and exams is forbidden. Be sure to turn cell phones off before class! You are expected to interact with the class and the instructor during the lectures. There will be a **50 point penalty** for each occurrence during class.

ACADEMIC DISHONESTY

All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official

representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work which is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, see:

<http://www.shsu.edu/administrative/faculty/sectionb.html#dishonesty>

ACKNOWLEDGMENT

I acknowledge receipt of a copy of the syllabus for GBA 180, Spring 2008.

Print Name

Date

Signature