

GENERAL BUSINESS ADMINISTRATION (GBA) - 180
ELECTRONIC COMMUNICATIONS TECHNIQUES
Spring 2008

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CLASS TIMES:

LOCATION:

OFFICE HOURS:

Section 03 MOWEFR - 10:00 - 10:50 am SHB208
Section 06 MOWEFR - 11:00 - 11:50 am SHB208
Section 08 MOWEFR - 12:00 - 12:50 pm SHB208
Section 09 MOWEFR - 1:00 - 1:50 pm SHB208

MOWEFR 8:30 am -10:00 am
MOWEFR 1:50 pm--3:20 pm
and by appointment

REQUIRED TEXT: Microsoft Office 2007 VOLUME 1 (*Exploring series*) by Robert T. Grauer, Hulett, Krebs, Lockley, Mulbery, & Scheeren

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. Emphasis is placed on the use of current application software, such as word processing, spreadsheet, and presentation, to effectively communicate electronically.

COURSE OBJECTIVES:

- Students will learn the fundamental principles of the Operating system, Word Processor, Spreadsheets, and PowerPoint presentations. They will be assessed at the end by 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 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.
- At the end of the course, the students will be able to create and present PowerPoint presentations.

COURSE EVALUATION PROCESS

Three Exams	100 points each	45%
Assignments	100 points each	35%
Final Exam	100 points	20%

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

> 89.5	A
79.5 – 89.4	B
69.5-79.4	C
59.5-69.5	D
< 59.5	F

PREREQUISITES

- none

CLASS CONDUCT

- Although everything will be covered thoroughly in class, you are still responsible for reading the text. Do not hesitate to ask questions in class, because usually another student has the same question.
- Any type of *scholastic dishonesty* (e.g., *cheating, plagiarism, and collusion*) will *NOT be tolerated at all*. If any student(s) is/are found involved in any act of academic dishonesty, serious action *will* be taken (see Catalogue).
- Please refrain from coming late and/or leaving early, talking to other students during class, and reading the newspaper.
- As per **university policy**, *there will be no smoking, drinking, and eating* allowed in the class.
- All take-home assignments are due at the beginning of the class period. **As a general rule, no late assignments will be graded after the assignments due date.** If you have a legitimate reason for being late/missing assignments, (it is your obligation to inform me that you are unable to attend class before the fact), the maximum you can make on the assignment is a 75 (on a 100-point scale). No makeup exams and assignments will be given.
- Students must setup an account to use the University Information System, to send and receive mail, and to download lectures, and use the software applications for this course.
- Please refer to the Catalogue, Schedule, and *www.SHSU.Edu* for *important dates* (e.g., drop date, final exam, holidays, etc.).
- Every attempt will be made to make the lecture notes available *prior to class* on the network drive (i.e., t:\GBA\GBM)
- ***Please turn off your cellular phones and beepers before coming to class.***

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. 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.

DISABLED STUDENT POLICY

- 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 a Committee for Continuing Academic Assistance for Disabled Students by visiting the Director of the Counseling Center, located in the annex of the Lee Drain Building across the sidewalk from Farrington Building, or call (936) 294-1720 (*for additional information see the University catalogue*).

ATTENDANCE & ATTENDANCE POLICY

- A record of class attendance will be maintained.
- ANY END OF THE SEMESTER CURVE WILL ONLY APPLY TO THOSE STUDENTS WHO MISS <= 4 CLASSES DURING THE ENTIRE SEMESTER (**irrespective of the reason**). This policy also applies to students whose grades are on the “border line” (e.g., 89.5, 79.5).
- ANY STUDENT MISSING MORE THAN 12 CLASSES WILL GET AN F FOR THE COURSE GRADE.

EXAMS

- Exams will be conducted at the completion of certain sections of the textbook (you will be given an advance notice of 1 week prior to the exam). Each of the periodic exams will be “*standalone*”. The final exam will be a “*comprehensive*” exam. All exams will be closed book and notes. If you come *beyond 10 minutes* of the scheduled time, you will NOT be allowed to take the exam.
- There will be no early finals or other examinations given for any reason.

FINAL GRADE

- **No grades will be given over the telephone.**
- Final grades will be posted on Sam-Info *between 24-48 hours after the scheduled final exam*.

CURVE

- A curve will be given at the *end of each periodic exam only* if the class average is <70% (to bring the exam average to 70%). Also, a curve will be given at the *end of the semester* (i.e., once all the grades are in); such that the *class average is 75%* for all exams and assignments.

TENTATIVE COURSE SCHEDULE

GBA 180 Spring 2008

Getting Started with Microsoft® Windows® XP

Office Fundamentals

Microsoft® Word

- Microsoft Word
- Gaining Proficiency
- Enhancing a Document

EXAM 1

Microsoft® Excel

- Introduction to Excel
- Formulas and Functions
- Charts
- Working with Large Worksheet and Tables

EXAM 2

Microsoft® PowerPoint

- Introduction to PowerPoint
- Presentation Development
- Presentation Design
- PowerPoint Multimedia Tools

EXAM 3

FINAL COMPREHENSIVE EXAM

GBA 180.03	Monday May 12
GBA 180.08	Monday May 12
GBA 180.06	Wednesday May 14
GBA 180.09	Wednesday May 14

NOTE: This syllabus is a tentative outline for the semester. It is meant to be a guide. Several items are subject to change (e.g., exams may be moved up in time, certain topics may be stressed more or less than indicated, etc.).