

Sam Houston State University
College of Business Administration
Department of General Business and Finance
ELECTRONIC COMMUNICATIONS TECHNIQUES

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REQUIRED TEXT/E-TEXT: Either the text book or e-book of the book is required.

Microsoft Office 2016 VOLUME 1 (*Exploring series*) by Robert T. Grauer, Poatsy, Mulbery, Krebs, Hogan, Cameron, Davidson, Lau, Lawson & Williams (**ISBN # 978-0-13-432079-3**)

or

You **can** access the **e-book**, from **MyITLab** **free of cost**

To access the e-book:

1. log in to **Blackboard**
2. Go to **BUAD 1305** courses web page
3. From the navigation pane
 - i. Click on **MyITLab** link
 - ii. From the **Pearson's MyLab & Mastering** page
 - iii. Click on **MyITLab Course** content link
 - iv. Once in **MyITLab** you will see the **e-book** folder.

REQUIRED MATERIAL:

Microsoft Office™ 2016 software suite

Web Cam/Microphone, Adobe Flash Player

DSL, Cable, or other high speed **Internet** connections are required for this course

COURSE DESCRIPTION:

A course designed to provide the student with skills to produce properly formatted business documents, both in text and numerical formats. 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 Word Processors, Spreadsheets, and PowerPoint presentations. They will be assessed at the end of the semester by successfully completing the required practice exercises, assignments, quizzes 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.
- 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 skills 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 PROCESS

applying the following scale to a student's average

COURSE GRADES: Grades in this course are determined by

Three Unit Exams	100 points each (<i>Word 15%, Excel 15%, and PowerPoint 10%</i>)	40%
Practice Exercises	100 points each	5%
Assignments	100 points each	20%
Quiz	100 points each	15%
Final Exam	100 points (<i>Comprehensive</i>)	20%

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

COURSE REQUIREMENTS:

Weekly schedule: Please stay on schedule with the assigned material every week (in other words, you can work ahead but don't lag behind). Each Unit will be opened on the same date, but the sub units within each unit has a due date and time for submission as indicated on the **Course Schedule/Timeline**. As the due date passes for each sub unit; it will not be accessible after that date and time; you are responsible for accessing, understanding, and remembering the information on the schedule.

- The *Units* begin and end on the dates indicated in your Course Schedule/Timeline.
- *Assignment* due dates are indicated in your Course Timeline and on Blackboard.
- You will need to check into the course regularly to keep up with the *practice exercises, assignments and quizzes* for your success in the course.
- Participation in all class discussions and activities. Class activities provide opportunities to practice your communication skills. Discussion forums facilitate learning from your fellow students.
- Web Cam/microphone, Adobe Flash Player, and DSL, Cable, or other high speed connections are **required** for this course; dial-up connections will not work. Do not rely on Wi-Fi, especially when taking online exams.
- Timely completion of all course ***practice exercises, assignments, quizzes, and exams***. To receive credit for the course, every gradable assignment, practice exercise, quiz, and exam must be completed and submitted on time; **no late assignments or work will be accepted.**
- Ground Rules for Assignments and Practice Exercises on MyITLab:
 - Your chapter assignments and practice exercises will require you to use MyITLab.
 - You **CANNOT** turn in anyone else's work, it is cheating and will result in a zero. (*Every time you download a file, it is linked to your unique ID, and has integrity tokens that verify that **you** did your work and you have to upload your own file for grading.*)
 - All assignments and practice exercises are due at the times listed on the schedule.
 - All assignments and practice exercises are worth 100 points. You can take 3 attempts on the assignments and the best grade will be recorded.
 - All assignments have a due date and should be turned in on time. Every assignment will have a **1-day grace period for late submissions**, with a penalty: **25 points** will be deducted for the late submission of the assignment.
 - No submission of assignments and practice exercises will result in a grade of zero.
 - The lowest assignment grade will be dropped.
- Ground Rules for Chapter Quizzes on Blackboard:
 - There will be chapter quizzes
 - All quizzes are due at the times listed on the schedule.

- All quizzes are worth 100 points. Each quiz has 10 questions and a 15-minute time limit. You can take each quiz only once.
- In the event of an extended “hardware crisis,” you have the option of accessing the quiz from a friend’s computer or some other alternative.
- Don’t wait until the last minute. I will not extend the deadline or accept late quizzes for any reason.
- In the event you are “kicked off” the system and the quiz expires before you can reconnect, send me an email. I can reset the quiz for you. This notification works **ONLY** if you contact me at least **six hours** before the scheduled deadline.
- Late quizzes will **not** be accepted and will result in a grade of zero.
- The lowest quiz grade will be dropped.
- Ground Rules for **Unit Exams** and the **Final Exam** on Blackboard:
 - Each of the unit exams and the final examination will require you to use the free proctoring software furnished by SHSU Online. **ProctorFree** is an on-demand, automated online proctoring service that deters cheating in an online testing environment. Using biometric and machine learning technologies, ProctorFree has eliminated the need for a human proctor during testing.
 - You **will be required** to have a *microphone, keyboard, mouse, and webcam* (normally, an external webcam includes a microphone).
You will also need the Java plugin for your Browser, which can be Firefox 13+, Chrome 18+, Safari 6+ (Mac only), or Internet Explorer 8+ (Windows only). A stable and reliable internet connection is also paramount. Please note that shared Wi-Fi internet connection can be unreliable.
 - For more information refer to the ProctorFree information link on the landing page in Blackboard. There is nothing else to download or install.
 - Procedures and a practice exam will be furnished in the course as well as support from **SHSU Online Technology Support at 936-294-2780**.

POLICY REGARDING STUDENT ABSENCES ON RELIGIOUS HOLY DAYS:

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). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. 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 more information, visit the following web address:

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

HANDICAPPED STUDENT POLICY:

Americans with Disabilities Act: 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 more information, visit the following URL: <http://www.shsu.edu/syllabus/>

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/syllabus/>

For this course (**BUAD 1305**), cheating includes but is not limited to the following:

- Copying files or lending your storage device to another student
- Copying answers on exams, using other electronic devices, using the Internet/Google for answers or taking help from others etc.
- Printing work for someone else
- Turning in assignments that have been used in other classes
- Purchasing or selling assignments or exam materials
- You **CANNOT** turn in anyone else's work; it is cheating and will result in a zero, for both the cheater and the enabler. *(Every time you download a file, it is linked to your unique id and integrity tokens are put in with your files. There are two types of integrity tokens: **Document** and **Content**, which download with every assignment. You should submit **your own file** and **DO NOT** copy any content either. In other word, do your own work and upload your own file for grading, to get full credit for your work).*
- If you violate the integrity of the course in anyway, you will receive a lower point score up to and including a zero for that particular assignment or exam.
- If the pattern continues, then a report of the incident may be forwarded to the Dean of Student Services. The Dean may file the report in your permanent record and/or take further disciplinary action.