

**SAM HOUSTON STATE UNIVERSITY  
COLLEGE OF BUSINESS ADMINISTRATION  
DEPARTMENT OF GENERAL BUSINESS & FINANCE**

**COURSE: BUAD 1305 Electronic Communications**

**PREREQUISITES: None**

**INSTRUCTOR: Nicole Garrison**

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**OFFICE HOURS: TBA**

**REQUIRED TEXT:** *Microsoft Office 2016, Volume 1*, by Grauer, Poatsy, Mulbery, Hogan, Rutledge, Krebs, and Cameron.

**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 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.
- 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 skill 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.

**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/~vaf\\_www/aps/documents/861001.pdf](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 should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail [disability@shsu.edu](mailto:disability@shsu.edu)). 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 Services for Students with Disabilities 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 Services for Students with Disabilities. For a complete listing of the university policy, see:

<http://www.shsu.edu/dept/academic-affairs/documents/aps/students/811006.pdf>

## **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>.

Students guilty of cheating on assignments will receive an automatic zero on the assignment for the first offense. Despite dropping the three lowest assignment grades, a grade of zero for this offense will not be dropped. A second offense for cheating on an assignment will result in a grade of "F" in the course and an Academic Dishonesty hold placed on the student's account. Cheating on an exam will result in a grade of "F" in the course and an Academic Dishonesty hold placed on the student's account.

## **ATTENDANCE POLICY:**

Attendance is taken at the beginning of class by calling roll or taking up assignments.

- An end of the semester curve will apply to those students who miss no more than 4 classes during the entire semester (regardless of the reason).
- Any student missing 12 or more classes during the semester will receive an automatic F for the course grade.
- Three (3) tardies equal 1 absence. Tardy is defined as not being in class when the class period begins.

## **GRADING SYSTEM:**

Unit Exams	50%
Final Exam	20%
Assignments & Quizzes	30%

A = 90% and above  
B = 80-89%  
C = 70-79%  
D = 60-69%  
F = 59% and below

## **MAKE-UP EXAMS:**

All university excused absences that will result in a missed exam must be taken in advance of the scheduled exam. It is the student's responsibility to notify the instructor well in advance of the missed class period so that arrangements can be made to schedule the exam at an alternative time period. Missed exams without a university excused absence can be taken at the instructors' convenience and will result in a penalty to be determined by the instructor.

## **LATE ASSIGNMENTS:**

Late assignments will not be accepted and will result in a grade of zero. The lowest 3 assignment grades will be dropped.

## **CLASS CONDUCT:**

- All cell phones, pagers, and electronic devices need to be turned off before entering class.
- No food or drinks are permitted in the classroom.
- Students are expected to refrain from using the computer to accomplish any activity other than the course assignment.