

# SAM HOUSTON STATE UNIVERSITY

<b>DEPARTMENT</b>	<b>General Business &amp; Finance</b>
<b>COURSE NUMBER/TITLE</b>	<b>BUAD 1305 Effective Communications Tech.</b>
<b>INSTRUCTOR</b>	<b>Mr. Paul Allen, MBA</b>
<b>TEXT</b>	<i>Microsoft Office 2016</i> , Volume 1, Exploring Series by Grauer, Pearson Education, Inc., 2016.

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## INSTRUCTOR INFORMATION

Office: SHB #210M  
Office Hours: By appointment/before class OR  
**Monday/Wednesday** 4:00 p.m. to 6:00 p.m.

Phone: (936) 294-3179 ext. 43179  
Email: [gba\\_pra@shsu.edu](mailto:gba_pra@shsu.edu)

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## TEACHING METHOD

Lecture/Discussion/Technology Application.

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## COURSE DESCRIPTION

This course is intended to develop and enhance computer literacy, internet capability, 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.

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## LEARNING OUTCOMES

Students will learn the fundamental principles of Microsoft Office 2016 including Word Processing, Spreadsheets, and PowerPoint presentations and academic progress will be assessed by demonstration of 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 students 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.

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## COURSE EVALUATION

The *Grading Procedure* is based on a weighted average of various computer exercises, keyboarding assignments, review quizzes at (20%) and production exams at (80%) administered throughout the semester. The grading procedure is stated below.

Section 1	Microsoft 2016/Computer Literacy	25%
Section 2	Format Skill Development	25%
Section 3	Financial/Numerical Development	25%
Section 4	Electronic Presentations/ Final Exam	25%
<b>Total</b>		<b>100%</b>

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## 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” including the FINAL EXAM!

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## CLASS ATTENDANCE

- The catalogue of Sam Houston State University requires the each faculty member announce and discuss attendance policies and requirements in the Syllabus.
- 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 **6** or more absences on a T/TR class days OR **3** or more absences on an evening class for any reason will receive an automatic **F** for the course!
- Three tardies, or leaving class early three times (or a combination) count as one absence.
- In the event the absence causes the student the miss course assignments or a major exam, the student must receive special permission from the instructor for make-ups.

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## CLASSROOM POLICY

No food, beverages, or smoking permitted in the classroom! Bring your textbooks to every class, be prepared, and arrive on time!

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## **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.

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## **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 calendar days of the semester beginning.

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## **CELL PHONES**

Please turn OFF your cell phones! They distract students and ME! Use of cell phones is NOT permitted during class, including TEXT MESSAGING! NO other types of listening devices are permitted in class unless approved by the instructor.

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## **STUDENTS WITH DISABILITIES**

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>

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## **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 will be expected to adhere to all published University rules and regulations as printed in the Undergraduate Catalogue, *Student Guidelines*, and other official University publications.

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**TENTATIVE SCHEDULE**  
**Fall Semester 2017 (Evening class)**

<b><i>COMPUTER LITERACY</i></b>		
<b>Week #1/2</b>	Equipment Operations Windows Technologies	August 23 August 28/30
<b>Week #3</b>	Microsoft Windows 2016 Computing Concepts	September 06
<b>Week #4</b>	Office Fundamentals Operational Techniques	September 11/13

<b><i>FORMATTING SKILL DEVELOPMENT – WORD 2016</i></b>		
<b>Week #5</b>	<b>Word 2016 Applications</b>	September 18/20
<b>Week #6</b>	Word Processing Format	September 25/27
<b>Week #7</b>	Word Processing Design	October 02/04
<b>Week #8</b>	Word Processing Performance	October 09/11

<b><i>FINANCIAL &amp; NUMERICAL INFORMATION – EXCEL 2016</i></b>		
<b>Week #9</b>	<b>Excel 2016 Applications</b>	October 16/18
<b>Week #10</b>	Spreadsheet Format	October 23/25
<b>Week #11</b>	Spreadsheet Design	October 30/November 01
<b>Week #12</b>	Spreadsheet Performance	November 06/08

<b><i>ELECTRONIC PRESENTATIONS – POWERPOINT 2016</i></b>		
<b>Week #13</b>	<b>PowerPoint 2016 Applications</b>	November 13/15
<b>Week #14</b>	Power Point Format	November 20
<b>Week #15</b>	PowerPoint Format/Design	November 27/29
<b>Week #16</b>	PowerPoint Performance/FINAL	December 04/06

## KEY SEMESTER DATES

<b>August 23</b>	WEDNESDAY. Daytime on-campus classes begin.
<b>August 30</b>	WEDNESDAY. Last day to register and to process schedule changes.
<b>September 4</b>	MONDAY. Labor Day. Holiday for students and faculty.
<b>November 22</b>	WEDNESDAY/FRIDAY. Thanksgiving holidays for students and faculty.
<b>December 01</b>	FRIDAY. Last Class Day. Last day to resign.
<b>December 04</b>	MONDAY. Final examinations
<b>December 05</b>	TUESDAY. Final examinations
<b>December 06</b>	WEDNESDAY. Final examinations
<b>December 07</b>	THURSDAY. Final examinations
<b>December 11</b>	MONDAY. 12 NOON. Deadline for filing grades with the Registrar's Office. Fall Semester Ends.

## SYLLABUS NOTES

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.