

**ELECTRONIC COMMUNICATIONS TECHNIQUES – BUAD 1305**  
**Spring 2018**

**INSTRUCTOR:** Gurinder B. Mehta, Ph.D.

**E-MAIL:** [gurindermehta@shsu.edu](mailto:gurindermehta@shsu.edu)

**OFFICE:** SHB 309 E

**OFFICE PHONE:** 294 -1027

**CLASS TIMES:**

Section 01 MW - 11:00 - 12:20 p.m.

Section 02 MW - 12:30 - 01:50 p.m.

**LOCATION:**

SHB 202

SHB 202

**OFFICE HOURS:**

MW 9:30 – 10:30 am

MW 2:30 – 4:00 pm and by appointment

---

---

**REQUIRED TEXT:**

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

**REQUIRED ACCESS CODE:**

You have to purchase the **Access Code**. This code will give you access to **MyITLab**. **MyITLab** will house all the *practice exercises*, *assignments*, and the *computer exams*, 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 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 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**

<b>Three Exams</b> (Part A and Part B)	Word 20%, Excel 20%, PowerPoint 20%	<b>60%</b>
<b>Assignments</b>	100 points each	<b>20%</b>
<b>Practice Exercises</b>	100 points each	<b>5%</b>
<b>Quizzes</b>	100 points each	<b>15%</b>

**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** and **listening to the lectures at home**. Do not hesitate to ask questions in class, because usually another student has the same question.
- All Practice exercises will be on MyITLab and you will be required to finish the exercises at home. *Absolutely no late work will be accepted.*
- All take-home assignments are due at the beginning of the class period. **As a general rule, no late assignments will be accepted. No Early assignments will be given.** There will be **12-14** assignments, and at the end of the semester, I will drop the lowest assignment score. I will average your remaining scores to get your overall assignments grade.
- One component of required work is a set of short *quizzes*. These quizzes will be online with multiple choice format. There are no make-up quizzes, regardless of the reason for missing one, but your lowest quiz scores will be dropped.
- As a courtesy to me and to your fellow students, please turn off your cell phones. Please refrain from coming late and/or leaving early, and talking to other students during class.
- As per university policy, there will be no smoking, drinking, and eating allowed in the class.
- Do not use your computer to check Facebook, surf the internet, respond to email, watch a movie, etc. Not only does this mean you won't be getting as much out of the lecture, but your activities will also be distracting to those around you who are trying to learn.

### EXAMS

- Each exam will be conducted at the completion of certain sections of the textbook (see course outline).
- Each of the three *exams* will be “*standalone*”.
- There will be **2 parts** to each exam:
  - **Part A** will be a *multiple-choice exam*, worth **10%** of the grade
    - All the *multiple-choice exams (Part A)* will be **closed** book and notes.
  - **Part B** will be a *Computer Hands on Exam*, worth **10%** of the grade
    - All the *computer hands on exams (Part B)* will be **open** books and notes.
- If you come *beyond 10 minutes* of the scheduled time, you CAN NOT take the exams.
- **NO EARLY OR LATE EXAMS WILL BE GIVEN. YOU MUST** take each of the scheduled exams at the scheduled time (*official university business is the only exception*).
- **In the interest of saving class time, I will not be able to go over your exams in class. You may come to my office during office hours if you want to go over your exam.**

### 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  $\leq 3$  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 8 classes will get an F (failing grade) for the course grade.**

### FINAL GRADE

- **No grades will be given over the telephone or through email.**
- Final grades will be posted online 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%).
- 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.

#### **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. 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/dept/academic-affairs/documents/aps/students/861001.pdf>

#### **DISABLED STUDENT 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. 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/syllabus/>

**Tentative Course Schedule**  
**Spring 2018**

TOPICS	DATES
<b>Syllabus Handout and Setup (First Class day)</b>	<b>January 17, 2018</b>
<b>Office 2016: Common Features</b>	January 22 – 24, 2018
<b>Microsoft® Office Word 2016</b> <i>Chapter 1 – Introduction to Word: Organizing a Document</i> <i>Chapter 2 – Document Presentation: Editing and Formatting</i> <i>Chapter 3 – Document Productivity: Working with Tables and Mail Merge</i> <i>Chapter 4 – Collaboration and Research: Communicating &amp; Producing Professional Papers</i>	January 29 – 31, 2018 February 5 -7, 2018 February 12 - 14, 2018 February 19 - 21, 2018
<b>EXAM 1</b>	<b>FEB 26 – FEB 28, 2018</b>
<b>Microsoft® Office Excel 2016</b> <i>Chapter 1 – Introduction to Excel: What is a spreadsheet?</i> <i>Chapter 2 – Formulas and Functions: Performing Quantitative Analysis</i> <i>Chapter 3 – Charts: Depicting Data Visually</i> <i>Chapter 4 – Datasets and Tables: Managing Large Volumes of Data</i>	March 5 – 7, 2018 <b>(March 12 -16 Spring Break)</b> March 19 – 21, 2018 March 26 - 28, 2018 April 2 - 4, 2018
<b>EXAM 2</b>	<b>APRIL 9 – 11, 2018</b>
<b>Microsoft® Office PowerPoint 2016</b> <i>Chapter 1 – Introduction to PowerPoint: Creating a Basic Presentation</i> <i>Chapter 2 – Presentation Development: Planning and Preparing a Presentation</i> <i>Chapter 3 – Presentation Design: Illustrations and Infographics</i>	April 16 - 18, 2018 April 23 - 25, 2018 April 30 – May 2, 2018
<b>EXAM 3 (FINAL EXAM)</b>	<b>MAY 7 - 9, 2018</b>

**FINAL EXAM DATES AND TIMES**

SECTION	EXAM DATE	EXAM TIME
BUAD 1305.01	Wednesday May 9, 2018	12:00 noon - 2:00 p.m.
BUAD 1305.02	Monday May 7, 2018	1:00 p.m. - 3:00 p.m.

**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.).