

SAM HOUSTON STATE UNIVERSITY

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

INSTRUCTOR INFORMATION

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

Phone: (936) 294-3179 ext. 43179
Email: gba_pra@shsu.edu

TEACHING METHOD

Lecture/Discussion/Technology Application.

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.

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.

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%
Total		100%

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!

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.

CLASSROOM POLICY

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

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.

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.

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.

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). 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 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.

TENTATIVE SCHEDULE
Spring Semester 2018 (Evening class)

COMPUTER LITERACY		
Week #1/2	Equipment Operations Windows Technologies	January 23
Week #3	Microsoft Windows 2016 Computing Concepts	January 30
Week #4	Office Fundamentals Operational Techniques	February 06

FORMATTING SKILL DEVELOPMENT – WORD 2016		
Week #5	Word 2016 Applications	February 13
Week #6	Word Processing Format	February 20
Week #7	Word Processing Design	February 27
Week #8	Word Processing Performance	March 06

Week SB	SPRING BREAK – NO CLASS	March 13
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FINANCIAL & NUMERICAL INFORMATION – EXCEL 2016		
Week #9	Excel 2016 Applications	March 20
Week #10	Spreadsheet Format	March 27
Week #11	Spreadsheet Design	April 03
Week #12	Spreadsheet Performance	April 10

ELECTRONIC PRESENTATIONS – POWERPOINT 2016		
Week #13	PowerPoint 2016 Applications	April 17
Week #14	Power Point Format	April 24
Week #15	PowerPoint Format/Design	May 01
Week #16	PowerPoint Performance/FINAL	May 08

KEY SEMESTER DATES

January 17	WEDNESDAY. Daytime on-campus classes begin.
January 24	WEDNESDAY. Late registration and process schedule changes.
March 12-16	MONDAY-FRIDAY Spring Break Week.
March 30	GOOD FRIDAY HOLIDAY
May 04	FRIDAY. Last Class Day. Last day to resign.
May 07	MONDAY. Final examinations
May 08	TUESDAY. Final examinations
May 09	WEDNESDAY. Final examinations
May 10	THURSDAY. Final examinations
May 14	MONDAY. 12 NOON. Deadline for filing grades with the Registrar's Office. Spring Semester Ends.

SYLLABUS NOTES

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on the right side, suggesting it's resting on a surface.