

**AMBERTON UNIVERSITY**  
**e-COURSE SYLLABUS**

**BUS5425.E1 Entrepreneurship**  
**Winter 2026**

**PROFESSOR INFORMATION:**

Name: Dr. Steve Tidwell  
Phone Number: 972-279-6511 ext.169 – Contact me via my cell. The number is on the announcements  
Email Address: STidwell@Amberton.edu

**COURSE INFORMATION:**

**BUS5425.E1 Entrepreneurship**

Level: Graduate

Beginning Date of Session: Saturday, December 6, 2025

Ending Date of Session: Thursday, February 26, 2026

**Student access available to the Student Portal: Saturday, December 6, 2025**

**Winter Holiday Break:**

**Saturday, December 20<sup>th</sup>, 2025, through Friday, January 2nd, 2026.**

**(Classes resume on Saturday, January 3rd, 2026)**

*Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.*

**COURSE PREREQUISITES:**

None

**TEXTBOOK(S) AND REQUIRED MATERIALS:**

Title: Business Foundations: A Changing World  
Author: Ferrell, Hirt, & Ferrell  
Publisher: McGraw Hill Publishing Company  
Year Published: 2023 Edition:  
ISBN: 13: 9781264067497  
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, [www.Amberton.edu](http://www.Amberton.edu). There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

**APA Requirement**

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7<sup>th</sup> edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the *Publication Manual of the American Psychological Association*, (7<sup>th</sup> ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

## **COURSE COMPETENCIES:**

The course provides students with the skills necessary to lead an organization at the executive level in today's rapidly changing marketplace. The course will explore the general theories of leadership applied specifically to the executive level. After exploring the theories and foundations of executive leadership, students will investigate and discuss the changes and challenges in executive leadership. A variety of crucial leadership skills and techniques will be addressed. Topics include the history and various theories of leadership, the uniqueness of executive leadership, knowledge management, Emotional IQ, international and culturally diverse aspects of executive leadership, negotiation skills, governance, and the board of directors relationship, and leadership development and succession.

**CAVEAT:** No graduate credit will be awarded if BUS4425 has been successfully completed.

## **UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:**

1. Defining and outlining the roles of entrepreneurship.
2. Detecting approaches on how to start a new business.
3. Comparing and contrasting various business models.
4. Exploring diversity and the importance of diversity in entrepreneurship.
5. Understanding the strategic management planning process and identifying ways to approach the proper steps to achieve the strategic management process.
6. Creating effective business plans that will identify components such as the purpose of the business, the contribution to the industry, and the required resources.
7. Determining how to recognize internal and external market forces.
8. Assessing SWOT Analysis and understanding why SWOT is significant.
9. Appraising industry market analysis and determining how this analysis applies to the success of the new business.
10. Discovering valuable marketing and promotion strategies with efforts to capitalize.
11. Developing a financial plan and understanding how to create financial reports.
12. Demonstrating knowledge in the areas of entrepreneurship including accounting, finance, marketing and human resources.
13. Identifying different types of legal entities and their advantages or disadvantages in starting a new venture in the entrepreneurship class.
14. Assessing how Entrepreneurs use Artificial Intelligence (AI) to discover new business opportunities.
15. Defining franchising and discovering the types of franchising.

## **ACQUIRED SKILLS**

- SWOT Analysis
- Business Planning
- Critical Thinking
- Financial Plan Development

## **COURSE POLICIES:**

**Students must comply with the calendar on turning in assignments. It is imperative that students adhere to these deadlines. Students not complying with the deadlines will be penalized 15 points per day for late assignments. No Exceptions! All times are in the Central Standard Time Zone. Students will not be penalized for submitting assignments early. Students may also submit assignments before they have received a previous submitted assignment.**

**All assignments must be submitted by Monday, February 23, 6 PM CST. If all assignments are not received by Monday, February 23, 6 PM CST, the student will receive a 0 (zero) for the/those missing assignment(s). No exceptions!**

**PLEASE NOTE: Please order your book in plenty of time so that when class begins on Saturday, December 6, 2025 you will be ready and prepared to start the assignments. Please be in attendance for all classes. There will be some assignments completed in class that the student will not have an opportunity to make up.**

**Also, please understand that all assignments must be submitted on time and in accordance with the due date. For those assignments not submitted on time, there will be a 15 point per day penalty. No Exceptions! You are more than welcome to complete your assignments in advance.**

### ***Student's Responsibilities***

This syllabus contains information, policies, and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

### ***Attendance Policy:***

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. **Ceasing to attend classes does not constitute an official withdrawal.**

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. A Student in a lecture course missing more than 20% (two class periods for weekday classes or one class period for Saturday classes) of the class meetings may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

### ***Plagiarism Policy***

Plagiarism is the presentation of someone else's work as though it were your own. If you use another person's words, ideas, or information; or if you use material from an outside source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge that source. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton students are expected to abide by the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based plagiarism detection services and applications at any time.

Self-plagiarism means reusing work that you have already published or submitted for a class. It can involve:

- Resubmitting an entire paper
- Copying or paraphrasing passages from your previous work

Self-plagiarism misleads your readers by presenting previous work as completely new and original. Students may not submit the same paper in substance in two or more classes without prior written permission of the instructors involved.

Amberton University students who use Artificial Intelligence (AI) generated content must adhere to the following policies:

**Originality:** Students must avoid presenting AI generated content as their own original work. It is essential to acknowledge the involvement of AI in the content creation process in order to maintain academic and ethical standards.

**Paraphrasing:** When using AI generated content, students must rephrase and/or modify the generated text. Paraphrased AI generated content should also be properly cited.

**Acknowledgement:** When using AI generated content in any assignment, proper credit must be given to the AI system that generated the content. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

Students agree that by taking this course, all required assignments may be subject to submission for a textual similarity review to Turnitin.com for the detection of plagiarism and self-plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in future papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com website.

Turnitin is a writing improvement and plagiarism prevention tool which uses special algorithms, to compare text-based student submissions to the Turnitin database and other online sources. Turnitin produces a detailed **similarity report** that can be customized and viewed by instructors and students.

Turnitin "Draft Coach" is a Google based add-on to Turnitin which supports students in developing high-quality academic writing; and serves as an integrity coach. Draft Coach helps address errors and improve the quality of student's writing by highlighting grammar mistakes, identifying incorrectly cited sources, and scanning for similarity across several databases. By providing formative feedback on how to address citation issues, incorrect grammar, and matches with the Turnitin database, Draft Coach provides explanations to help students become more confident writers, capable of producing higher quality work both in academics and in the workplace.

## **COURSE OUTLINE AND CALENDAR:**

### **Quizzes**

Quizzes: There will be two quizzes given. It is imperative that students make arrangements to take these quizzes. The quizzes will be given. The quizzes will be on Thursday and the end of Saturday at 6 PM CST. The students will be given **65 minutes to complete the 35-question multiple choice quiz. Once you start the quiz, you must complete it. You cannot start the quiz, take a break, and then return to complete it. Once you start, you must complete it. If one of the answer choices is all of the above, it simply means all of the choices.**

### **Discussion Board**

There will be two discussion boards questions that the students will be required to participate in. The discussion question will be posted prior to the start of the class. The student may complete the discussion board as they wish if it is on or before the due date.

**I like to limit my involvement in the discussion boards. Also, I will provide feedback, I like to allow the students to interact without a lot of professor involvement.** The student will respond to the question from the professor in a 250-word minimum post. The student will use at least one outside source when responding to the discussion question from the professor. The student must show in-text citations and references at the bottom of their post. The students will also respond to at least two of their colleagues on both discussion boards. Quality of work, coverage of the subject, proper punctuation, and APA is also the focus on this grading assignment. **Please Note: Do not include any direct quotes that require word-for-word**

**statements. Also, please do not attach a discussion board. Please post directly to the text.**

### Essay Questions

Students will be involved in answering a set of discussion questions. The students will number and write the questions. There is no page number requirement, but the student will answer each question in a thorough fashion. The student will include one outside source when answering **each** question. Please use a different source for each question. An outside source is another source other than the text. Please adhere to APA format with the cover page, in-text citations, and references. **Please Note: Do not include any direct quotes that require word-for-word statements. Please number and type the question from addressing them.**

### Creation of a Business Plan

The class will be involved in a group project whereby the group will create a business plan. See the Business Plan Instructions for Week One and Week Ten. The group will work collectively on this project. If any member does not participate in this business plan, they will be dismissed from the group and will complete it on their own. The group will need a leader for this business plan. By the end of Week One, the group must decide on the leader of the group and the business plan they will create (See the business plan options in the instructions). Also, the group leader must contact me by the end of Week One. The group can decide on working together in each section or the leader can delegate a member to work in a specific section. This will take time so start early. Please adhere to APA format in the business plan and include at least five outside sources. It is a good idea to also exchange phone numbers so that students can communicate as well.

**Please Note: Do not include any direct quotes that require word-for-word statements.** Again, please see Week One and Week Ten for the details on this project.

### PowerPoints and Study Guide

Use the textbook to answer the Study Guides and view the PowerPoint slides for preparation for the quizzes. The student does not need to submit the Study Guide to the professor. This is just a study aid for the students.

**Please Note: For all assignments, do not include any direct quotes that require word-for-word statements from any source. Please paraphrase and then show the source.**

**I want to suggest that you download a plagiarism checker to check your work before submitting. There are numerous choices online. I use two different kinds of plagiarism detectors that I submit all assignments through. .)**

### **COURSE OUTLINE AND CALENDAR:**

Week	Topic	Assignment	Competencies Covered	Due Date
One	Business, Economics, Ethics, and Social	Chapter One: The Dynamics of	6,7 14, 15, 17	<b>Discussion Board One</b>

	Responsibility	<p>Business and Economics and Chapter Two:</p> <p>Business Ethics and Social Responsibility</p> <p>Complete the Study Guide and Review Power Points in preparation for Quizzes and Assignments</p>		<p><b>due Saturday December 13, 6 PM CST</b></p> <p><b>A group member to email the professor regarding the type of business plan the group is creating</b></p>
Two	Business Globally, and Changing Business	<p>Chapter Three: Business in a Borderless World and Chapter Four: Options for Changing Business</p> <p>Complete the Study Guide and Review Power Points in preparation for Quizzes and Assignments</p>	4,5,7,12	Work on the Business Plan
Three	Entrepreneurship, Franchising, and Management	<p>Chapter Five: Small Business, Entrepreneurship, and Franchising and Chapter Six: The Nature of Management</p> <p>Complete the Study Guide and Review Power Points in preparation for Quizzes and assignments</p>	1,2,5,13, 16	

Four	Teamwork, Communication, and Managing Operations	<p>Chapter Seven: Organization, Teamwork, and Communication and Chapter Eight: Managing Operations and Supply Chains</p> <p>Complete the Study Guide and Review Power Points in preparation for</p> <p>Quizzes and Assignments</p> <p><b>Essay Questions Due</b></p>	2,3,5,8,14, 18	<b>Essay Questions due Saturday, January 10, 6 PM CST</b>
Five	<b>Quiz Over Chapters 1 - 8</b>	<p>Complete the Study Guide and Review Power Points in preparation for Quizzes and Assignments</p> <p><b>Quiz over Chapters 1-8</b></p>		<b>Quiz Over Chapters 1 – 8. Quiz Opens on Thursday, January 15 and closes on Saturday, January 17, at 6 PM CST.</b>
Six	Motivation and Human Resource Management	<p>Chapter Nine: Motivating the Workplace and Chapter Ten: Managing Human Resources</p> <p>Complete the Study Guide and Review Power Points in preparation for Quizzes and</p>	3,6,7,11,15	



		Assignments		
Seven	Marketing and Marketing Strategy	<p>Chapter Eleven. Customer-Driven Marketing and Chapter Twelve: Dimensions of Marketing Strategy</p> <p>Complete the Study Guide and Review Power Points in reparation for Quizzes and Assignments</p> <p>View the Video “Positioning”</p> <p>Discussion Board Due</p>	4,6,7,9	<b>Discussion Board Two is due on Saturday, January 31, 6 PM CST</b>
Eight	Social Marketing, Accounting and Financial Statements	<p>Chapter Thirteen: Digital Marketing and Social Media, and Chapter Fourteen: Accounting and Financial Statements</p> <p>Complete the Study Guide and Review Power Points in preparation for Quizzes and Assignments</p> <p>Article Review Due</p>	4-10,	<b>Article Review due on Saturday, February 7, at 6 PM CST.</b>
Nine	<p>Financial Systems</p> <p><b>Quiz over Chapters 9 -16</b></p>	<p>Chapter 15: Money and the Financial System and</p> <p>Chapter Sixteen: Financial Management and</p>	1, 2, 10	<b>Quiz over Chapters 9 - 16. The quiz starts on Thursday, February 12 and closes</b>



		Securities Markets  Complete the Study Guide and Review Power Points in preparation for Quizzes and Assignments		<b>on Saturday, February 14 at 6 PM CST.</b>
Ten	<b>Submit the Business Plan</b>	Review Each Study Review Points as it relates to the Assessment of the Business Plan		<b>NOTE THE CHANGE OF DATE Business Plan due Monday, February 23, at 6 PM CST</b>

### **GRADING CRITERIA:**

Each assignment will be valued as indicated below:

Quiz One	10.0%
Quiz Two	10.0%
Essay Questions One	25.0%
Business Plan Assessment	25.0%
Article Review	10.0%
Discussion Board 1	10.0%
Discussion Board 2	<u>10.0%</u>
	100.0%

### **GRADING CRITERIA:**

Graduate

92 – 100 A

82 – 91 B

72 – 81 C

62 – 71 D

Below 62 F

### **GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:**

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded, and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are processed approximately one week after the last day of the session and may be located in the My Grades section of the online registration portal as well as being emailed to the student's Amberton University email. Amberton University staff will not release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their university email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

### ***Incomplete Grades***

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

### ***How To Withdraw From a Course***

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

### **COURSE DELIVERY METHODOLOGY:**

This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton's distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
  - Internet browser settings and configuration
  - e-mail and file attachments
  - Uploading and downloading files
  - Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

### **HOW TO ACCESS YOUR COURSE:**

#### ***Through the Amberton University Student Portal***

Students enrolled in distance learning courses using the Moodle Learning Platform may access the course through the Amberton University Student Portal. The site may be accessed through the University's main page (<http://www.Amberton.edu>) or at <http://apps.Amberton.edu>. After selecting the "Student Portal" link, you will be prompted for a Username and Password.

Use your assigned **username and password** (AUID) as described below to enter the AU Student Portal:

**Username** = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

\* Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789  
Username: JJonesJr789

**Password** = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including your individual E-Course, email account, Remote Research, General Tools, all Syllabi and Research Tutorials.

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes, no other person should have access to your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: [e-sysop@amberton.edu](mailto:e-sysop@amberton.edu)

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or [advisor@Amberton.edu](mailto:advisor@Amberton.edu) for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send an email to your professor.

### **Through the Amberton University Moodle Website**

Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the username and password for the Moodle Learning Platform will be emailed to the student's University email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

### **Moodle Tutorial:**

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

### **COURSE COMMUNICATIONS:**

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system ([my.Amberton.edu](mailto:my.Amberton.edu)). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be [Username@my.Amberton.edu](mailto:Username@my.Amberton.edu)

Example: [LJones-Smith789@my.Amberton.edu](mailto:LJones-Smith789@my.Amberton.edu)

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith      SSN: 123-45-6789

Email Address = [LJones-Smith789@my.Amberton.edu](mailto:LJones-Smith789@my.Amberton.edu)

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: [LJones-Smith789](mailto:LJones-Smith789@my.Amberton.edu)) and your Amberton ID# (including the dashes) as the password.

If you already have a Google Gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your [my.Amberton.edu](mailto:my.Amberton.edu) email account. It will be a separate email account from your personal Gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

**Students are responsible for reviewing the "Communication Guidelines" provided on the individual E-Course for specific instructor requirements.**

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

### **FORMAT AND SUBMISSION OF ASSIGNMENTS:**

Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the "Communication Guidelines" of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

### **INSTRUCTOR/COURSE EVALUATION:**

Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

### **RESEARCH RESOURCES:**

The Library provides access to full-text, and peer reviewed articles, and digital research tools. Students can search Library holdings through the online catalog and databases search engines available on the Library website or browse the physical library space and holdings located at the Garland campus.

Research items not contained in the Amberton Library collection can be located through interlibrary Loan (ILL) or through the TexShare program with the help of the Library staff. Students with questions about available services, resources, or research, may contact the Library via email at [Library@amberton.edu](mailto:Library@amberton.edu).

### **RESEARCH ACCESS:**

Databases can only be accessed by authorized users, and students at Amberton must enter their Amberton ID credentials-same as Moodle login-to gain access when off-campus. Use an Amberton website, such as the University site ([Amberton.edu](http://Amberton.edu)) or the library site ([Library.amberton.edu](http://Library.amberton.edu)) to find links to databased and digital books. Online resources are available all day, every day.

### ***Library Live Chat Feature***

Library staff are available to assist students with research problems or questions during Library hours through a live online chat feature, telephone, email, "How-to" videos, or in person. The library telephone is (972-279-6511 ext. 185. You can email questions to [library@amberton.edu](mailto:library@amberton.edu) or visit the library in person on the Garland campus for assistance.

### ***Microsoft Office 365 Education:***

Amberton University students have access to a license for Office 365 Education, a comprehensive suite of productivity tools. This package includes:

- Microsoft Word for document creation
- Excel for spreadsheets and data analysis
- PowerPoint for presentations
- OneNote for digital note-taking
- Microsoft Teams for collaboration
- Additional classroom tools to enhance your learning experience

To set up your student account and access these resources, please follow the instructions provided in our step-by-step guide: [https://amberton.edu/wp-content/uploads/2025/01/Office365\\_Setup\\_Students.pdf](https://amberton.edu/wp-content/uploads/2025/01/Office365_Setup_Students.pdf)

### ***Google Workspace for Education:***

All students are assigned a Gmail account in Google Workspace for Education.

To set up your student account and access these resources, please follow the instructions provided in our step-by-step guide: [https://amberton.edu/wp-content/uploads/2025/01/Google\\_Drive\\_Students.pdf](https://amberton.edu/wp-content/uploads/2025/01/Google_Drive_Students.pdf)

Once logged into your student account, you'll have access to a suite of tools designed to enhance your learning experience:

- Google Docs: Create and edit essays, reports, and other written assignments
- Google Slides: Develop engaging presentations for projects and class discussions
- Google Sheets: Perform data analysis, create charts, and manage calculations
- Google Drive: Store, organize, and easily access all your files in the cloud
- Google Calendar: Schedule study sessions, track assignment deadlines, and manage your academic timetable
- Google Keep: Take and organize quick notes during lectures or study sessions
- Google Meet: Attend virtual classes, participate in group study sessions, or meet with teachers
- Google Classroom: Access course materials, submit assignments, and receive feedback from instructors
- Google Forms: Create surveys for research projects or participate in class quizzes
- Google Sites: Build websites or digital portfolios to showcase your work