Mazie E. Will, CPS/CAP, Associate Professor
ACR 102
(432) 837-8072   mwill@sulross.edu
FACEBOOK: http://www.facebook.com/asbtdegree
            http://www.facebook.com/mazie.will

In-Office Hours: M Tu W 2:30-4:00
                       Tu Th Fri 11-12
                       Other hours by appointment
                       Hours may vary occasionally, if university commitments require
       My Favorite Mottos
         "A mind once expanded by a new idea can never return to its original dimension."
                                                    --Oliver Wendell Holmes
                       "Just Do It"   --Nike

Atomic Learning (ATL) http://www.atomiclearning.com Modules will be loaded into Blackboard
throughout the semester
There is no charge for this service, provided through a subscription purchased by Sul Ross.

Required Supplies:
        Minimum 8 GB flash/USB/jump drive recommended
        Headset earphones with microphone (available in SR Bookstore or retail stores)
        Other supplies, including special paper, envelopes, etc. will be announced as needed

Sul Ross Technical Support Help Desk: NEW NUMBER 432-837-8888
Blackboard Help Desk Hours:

Program Learning Objectives

PLO 1	apply computer literacy and fundamental computer applications skills to business-related documents
PLO 2	communicate business information through written, oral and other delivery processes
PLO 3	analyze, design, and demonstrate skills and knowledge applied to the supervisory and training functions in a business environment
PLO 4	apply and demonstrate skills of specialized, industry-standard photo-editing software to produce documents and media relevant to business

Student Learning Objectives:
At the completion of this course:
- Students will master basic to advanced skills in computer literacy and applications by applying and demonstrating knowledge of Windows 7, Microsoft Office 2013, and voice recognition software through hands-on computer applications exercises, assessments, projects, and presentations
o   students will transfer their knowledge of Microsoft Office 2013 software and computer literacy by creating original projects in Word, PowerPoint, Excel, and other components
- Students will demonstrate their efficiency in using email and the Internet for completion of some assignments.

Anticipated Topics
   a. Computer Literacy
   b. Windows 7 Operating System
   c. PowerPoint 2013--ATL and Original Presentation
   d. Word 2013—ATL and Original Project
   e. Excel 2013—ATL and Original Project
   f. Access 2013−ATL and Original Project
   g. Outlook 2013—ATL
   h. Web 2.0 and 3.0
   i. Voice Recognition Applications
   j. Intermediate & Advanced Applications
   k. Computer Security
   l. Multimedia
   m. Using Online Research Resources

Evaluation

Atomic Learning Assignments & Exercises	25%
Integrated Projects/Presentations	30%
Atomic Learning & Other Assessments	30%
Class Attendance	15%
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Atomic Learning
Assignments/Projects

☐ The type and difficulty of the assignments may vary according to demonstrated mastery by an individual student or the class as a whole, using Atomic Learning. Assignments will be submitted, as instructed, and will vary according to the nature or complexity of the exercises/projects.

☐ The professor will establish completion dates to ensure content is completed on a timely basis.

☐ Students must spend additional time outside of the class period to complete assignments on time; you may access Atomic Learning online from any computer with Internet access.
Atomic Learning is integrated into Blackboard.

Projects and presentations will require use of MS Office 2013 software.

☐ Students are expected to preview homework requirements before coming to class.

☐ The professor will provide information through a variety of methods, including demonstration, discussion, Internet, and video training resources, and other methods as appropriate.

☐ Students will use email and Internet resources during the course and utilize other technology relevant to the course.

☐ You must know how to save your document to the file type(s) used in this course (Office 2013 or higher).

☐ You must know how to submit assignments via email, email attachment, on CD, or in print. Any hard copy (printed), or emailed assignments must contain the following information in header/footer and/or Subject Line: YourLastName_1305_AssignmentName. Ex. SuzieQue_1305_MyPowerPoint

☐ Late assignments may be accepted at the sole discretion of the professor and/or points may be deducted for late work.

☐ Requests for extra credit to make up for incomplete work, late assignments, procrastination, or non-participation will not be considered.

Integrated Projects/Presentations/Voice
Recognition

☐ Integrated projects enable a student to apply the concepts learned in the Atomic Learning

exercises to real world situations, including Word, Excel, Access, and PowerPoint documents. For example, students will design, prepare, prepare and deliver a multimedia PowerPoint presentation for viewing by the entire class.

- ☐ Instruction and application of voice recognition features will be covered.

Exams & Assessment

- ☐ Exams/assessments will be scheduled at a time announced by the professor.
- ☐ All assessments must be taken as scheduled; make-up exams are strongly discouraged and will be given at the sole discretion of the professor. Her decision is final.
- ☐ Exams will evaluate the student's ability to use MS Office 2013, computer literacy, voice recognition, and library online resource applications correctly; the accuracy of format/style, as well as content, will be evaluated.
- ☐ Exams will be primarily hands-on, submitted in print and/or electronically, including ATL.
- ☐ Sharing of notes or other materials in print or electronically during an exam is prohibited.
- ☐ Any use of electronic devices is expressly prohibited during exams, unless otherwise instructed.
- ☐ Last regular class day is Wednesday, May 6, 2015 10 a.m.
- ☐ Your FINAL exam is due and must be submitted no later than Monday, May 11, 12 Noon.

Communication

- ☐ To contact your professor outside of class, use email to mwill@sulross.edu, voice mail 432-837-8072, or see me during posted office hours in ACR 102. I check email and voice mail regularly.
- ☐ Replies to emails will be sent as soon as possible and usually within 24 hours. If I'm out of town on University business, however, it may take a little longer.
- ☐ Occasionally, other university commitments require my being out of town to attend meetings or in university committees/meetings during my office hours. If this happens, leave a message or email me. Your understanding is appreciated.
- ☐ Your Sul Ross email is PREFERRED by the University. You are responsible for checking your email account often and keeping capacity limits under control. The instructor is not responsible for emails that do not reach the recipient on either side due to incorrect addressing, system failures, etc. Returned email will not be re-sent.

Course Grade

o   Use Banner Self-Service to access your final course grade which is viewable soon after the professor posts it, and depending on Registrar's grade roll schedule.

o   University policy emphasizes that Incomplete (I) grades are considered only in extreme emergencies and not for extra time to complete assignments. Recording an "I" is at the sole discretion of the professor. A student with an "I" grade in this course can receive a final grade no higher than a "B."

o   Important Notice to Entering Freshmen, Fall 2007 and later: A student cannot drop more than six courses during the lifetime of their undergraduate enrollment while attending any public institution in Texas.

o   Think before you drop! It may be better to complete the course!

☐   Requests for extra credit to make up incomplete work, late assignments, procrastination, or non-participation will not be considered.

Academic Dishonesty Policy

Read the Academic Dishonesty Policy listed online at http://www.sulross.edu and printed in the Student Handbook; it will be enforced. Plagiarism of printed text, Internet, multimedia, or other copyrighted material is against the law. Use the information you find, but give credit to the authors through proper referencing. Use the APA style. Dishonesty includes the exchange or sharing of computer files and the presentation of another's work as one's own. The instructor reserves the right to use the Blackboard feature, SafeAssign, to check documents for appropriate and credible documentation; significant undocumented text may be brought to the student's attention, if time permits, for correction and possible resubmission.

Student Conduct

Inappropriate student conduct will not be tolerated. Students who, in the professor's determination, create an atmosphere not conducive to learning, or who follow a path that disrupts the learning and teaching environments in the classroom, will be immediately referred to the University Department of Public Safety and/or to the Dean of Students. The instructor reserves the right to ask a disruptive student to leave the classroom immediately.

Accessibility Services

It is Sul Ross State University policy to provide reasonable accommodation to students with disabilities. If you would like to request such accommodations because of a physical, mental, or learning disability, please contact the ADA Coordinator for Program Accessibility in Ferguson Hall, Room 112, 432-837-8203.

Counseling and Prevention Services

Personal counseling services are provided for students, faculty, and staff. Persons seeking those services should go to Ferguson Hall, Room 112, 432-837-8203.

Academic Advising

Be sure to talk with your major adviser for schedule changes and enrollment in courses each semester. I am available to help you in Administrative Systems & Technology. I can also refer you to the right person or office for other matters.

	Date	Anticipated Topic
	Jan 21	Introductions through Blackboard; Syllabus; Blackboard, Email Access Atomic Learning Training Instructions
	Jan 23	Last Day for Schedule Changes
	Jan 26-30	Atomic Learning Training: Computer Literacy and Windows 7
	Feb 2-13	Atomic Learning Training: PowerPoint 2013 PowerPoint Presentation Rubric Posted
	Feb 4	Last Day to drop without creating an academic record
	Feb 13	PowerPoint Presentations Due as instructed Last day to apply for May 2015 graduation
	Feb 16-18	Atomic Learning Training: Voice Recognition (Microphone required)
	Feb 20-Mar 4	Atomic Learning Training: Word 2013 Begins Word Projects Rubric Posted
	Mar 4	Atomic Learning Training: Word 2013 Projects Due as instructed
	Mar 6-9	Atomic Learning Training: Web 2.0 & 3.0
	Mar 10	Mid-semester
	Mar 11-13	Atomic Learning Training: Outlook 2013
	Mar 16-20	SPRING BREAK—No Classes. Enjoy and be safe.
	Mar 23-Apr 1	Atomic Learning Training: Excel 2013
	Mar 30	University Meal on the Mall
	April 1	Atomic Learning Training: Excel 2013 Excel Projects Due (No April Fool's)
	April 3-6	Atomic Learning Training: Computer Security Good Friday AFTER 12 Noon
	April 8-13	Atomic Learning Training: Integrated Projects
	April 10	Last Day to withdraw or drop courses with a "W"
	April 13	Atomic Learning Training: Integrated Projects Due
	April 15-17	Atomic Learning Training: Access 2013
	April 20	Atomic Learning Training: Publisher 2013 Honors Convocation, 7:30 p.m.
	April 22-27	Atomic Learning Training: Multimedia
	April 27	Project Completion
	April 29 – May 6	Final Exam Information & Preparation
	May 6	Last Class Day on Campus
	May 7-8	DEAD DAYS—NO CLASSES ON CAMPUS
FINALS WK	Monday May 11	FINAL EXAM/PROJECT DUE as instructed
*Schedule may change, if necessary, to adequately meet course objectives.		

Course Schedule*
AST 1305:W01
Spring 2015
Mazie E. Will, CPS/CAP, Associate Professor