

AST 2380 Administrative Procedures
Spring 2015

Mazie E. Will, CPS/CAP, Associate Professor

ACR 102

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Facebook Page

Mazie McLellan Will

<http://www.facebook.com/mazie.will>

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<http://www.facebook.com/asbtdegree>

Office Hours: M-F 11 a.m.-12 noon
TuWTh 2:30 - 4 p.m.

May vary occasionally, if university commitments require;

Other hours by appointment.

NO TEXTBOOK REQUIRED; Internet, Library, and Atomic Learning Training resources will be utilized

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:

- ❖ Apply knowledge in a variety of topics that impact the modern business environment
- ❖ Topics may include, but are not limited to, the following:
- ❖ Career awareness, job-seeking skills, and advancement
- ❖ Business organizational structure
- ❖ Records management (paper and electronic)
- ❖ Interpersonal relations
- ❖ Customer service and tourism
- ❖ Business recordkeeping and business-related math
- ❖ Business Meetings and Travel Planning
- ❖ Mailing Services & Shipping
- ❖ Equipment & Supplies
- ❖ Appointment Scheduling / Telecommunications
- ❖ Ergonomics
- ❖ Prioritizing, Time Management, and Decision making
- ❖ Other as time and interest permits
- ❖ Students will be able to apply Microsoft Office 2013 skills to assignments and projects

Evaluation

Assignment & Projects	50%
Exams/Assessments	35%
Participation/attendance	15%
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	0-59%

Assignments

- You will be submitting assignments via the Blackboard assignment function; the filename MUST contain the following: **YourName 2380 Assignment Name**.
- For example, SuzyQue 2380 Careers
- If you are instructed to submit materials by email, PLEASE include a subject line with the name information in the example above.
- Students are expected to participate in online discussions and activities, including written reports, feedback, and presentations.
- The professor will provide information through a variety of methods, including but not limited to textbook, book-related/publisher resources, Internet, library, and other as appropriate.
- Late assignments may be accepted solely at the discretion of the professor. Points may be deducted for late work.
- Requests for extra credit to make up incomplete work, late assignments, procrastination, or non-participation will not be considered.

Exams & Assessment

- Major Exams/assessments will be announced in advance by the professor.
- All major exams/assessments must be taken as scheduled; make-up exams are discouraged and will be given at the sole discretion of the professor. Her decision is final.
- Exams may be instructor-prepared and/or computer-based.
- The accuracy of format/style of assignments, as well as content, will be evaluated.
- FINAL DUE DATE for remaining assignments/projects is Friday, May 2, 2015.
- Your **FINAL** exam will be held on Tuesday, May 9, 2015, 8 a.m.

Attendance and Punctuality and other Course Management Rules

- Attendance/participation is required and expected. Please email the professor if an absence is anticipated.

Communication

- To contact your professor, use email to mwill@sulross.edu, voice mail 432-837-8072, or see me during posted office hours in ACR 102. I check email 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 the office to attend meetings during my office hours. If this happens, leave a message or email me. Your understanding is appreciated.
- Your Sul Ross email is PREFERRED.
- You are responsible for checking your email account often. The instructor is not responsible for emails that do not reach the recipient on either side due to incorrect addressing, system failures, etc. Any returned email will not be re-sent.

Course Grade

Use Banner Self-Service to access your final course grade which is viewable as soon as posted.

- University policy emphasizes that Incomplete (I) grades are considered only in extreme emergencies, not for extra time to complete assignments. Appropriate documentation may be required. 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."
- Important Notice to Entering Freshmen, Fall 2007 and beyond: ***A student cannot drop more than six courses during the lifetime of their undergraduate enrollment while attending any public institution in Texas.***

Academic Honesty

Students are expected to observe and follow the University policy on academic honesty--do not copy, plagiarize, or turn in another person's work as your own whether it's written, from a computer file, stored on a disk/CD, or from the Internet or hard copy resources. Cite your sources using APA Style, <http://owl.english.purdue.edu>.

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 online course, will be immediately referred to the University Department of Public Safety and/or to the Dean of Students.

Disability Services and Counseling & Prevention 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.

Personal counseling services are provided for students. Students seeking those services should go to Ferguson Hall, Room 122.

Good luck!

Course Schedule*		
Spring 2015		
AST 2380:001 TuTh 9:30 -10:45 a.m.		
Mazie E. Will, CPS/CAP, Associate Professor		
Week	Date	Anticipated Topic
1	Jan 20-22	Syllabus; Banner, Blackboard, Email
2	Jan 27-29	Career Orientation; Professional Associations
3	Feb 3-5	Microsoft Office 2013 Tips & Tricks
4	Feb 10-12	Microsoft Office 2013 Tips & Tricks
	Feb 13	Last day to apply for May 2015 graduation
5	Feb 17-19	Business Organizational Structure; Time Management
6	Feb 24-26	Records Management
7	Mar 3-5	Records Management; Business Recordkeeping & Business Math
8	Mar 10-12	Mid-semester Exam
9	Mar 16-20	SPRING BREAK—No Classes. Enjoy and be safe.
10	Mar 24-26	Business Etiquette; Interpersonal Relations
11	Mar 31-Apr 2	Social Media in the Office; Information Security
	April 3	Good Friday AFTER 12 Noon; Happy Easter
12	April 7-9	Business Meetings and Travel Planning
	April 10	Last Day to withdraw or drop courses with a "W"
13	April 14-16	Job-Seeking Skills (Mock Interviews)
	April 20	Honors Convocation, 7:30 p.m.
14	April 21-23	Customer Service & Tourism Administrative Professionals Week Guest Speaker
15	April 28-30	Supervisory Management; Decision Making
16	May 5	Final Review
	May 7-8	DEAD DAYS—NO CLASSES
FINAL WK	TUESDAY May 12	FINAL EXAM 8 A.M. – 10 A.M. REQUIRED ATTENDANCE
*Schedule may change, if necessary, to adequately meet course objectives.		