Mazie E. Will, CPS/CAP, Associate Professor
ACR 102
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              Administrative Systems & Technology

Office Hours:

Day	ACR 102 Office Hours*	
Mon		2:00 – 3:30 p.m.
Tues	9:30 – 10:30 a.m.	2:00 – 3:30 p.m.
Wed	11 a.m. -12 Noon	2:00 – 3:30 p.m.
Thurs	9:30 – 10:30 a.m.	
Other Hours by appointment: mwill@sulross.edu		

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

Required Textbook: None required
Additional Training Resources
          Atomic Learning (access through Blackboard)
          YouTube
          Lynda.com (subscription fee applies)
          Others to be posted in Blackboard
Software
Supplies &
Resources:
- Reliable Computer
- Combination headset with microphone
- Reliable, high-speed internet access
- **Required Software**
    o   MS Office 2013 preferred; Publisher 2010 acceptable
    o   Other upon approval by professor

Blackboard: http://sulross.blackboard.com
TECHNICAL SUPPORT HELP DESK NUMBER: 432-837-8888

Anticipated Topics
I.   Design Basics
II.   Desktop Publishing Concepts & Terminology
III. MS Publisher 2013 Features
IV.   Infographics
V.   PDF and E-book
VI.   Document Creation & Production
          a. Print and electronic media

b. Blackboard-posted assignments
        c. Original projects
            i. Individual & group projects possible
VII.   Other topics as time and interest permits

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

Course Objectives

Upon completion of this course, students will be able to:

- Apply basic design principles using industry-standard software to create a variety of business documents, in print, electronic, or web, infographics and PDF/E-book, including but not limited graphics & digital imaging, business cards, banners, stationery, newsletters, brochures, booklets, flyers, reports, and others as time and interest dictates.
- Create assignments/projects that are error-free and meet rubric standards
- Incorporate aspects of the University's QEP Outdoor Learning Program, as appropriate, into assignments and projects.

Evaluation

Assignments/Exercises	25%
Original Projects	60%
Attendance/Participation(Discussion Board, Course Blog)	15%

Assignments/Training

- Textbook & other assignments will include exercises to familiarize you with desktop publishing concepts and software and to provide a knowledge base for original projects that will allow your creative juices to flow. Imagination, creativity, and a keen eye are all important qualities in this course.
- Assignments will be evaluated based on rubrics designed to determine quality of the assignment/project submitted.
- This course also requires individual and, as appropriate, small-group effort. Therefore, it will be necessary for students to work together through online resources to plan and produce a small-group project. Each group member will be expected to put in his/her fair share of the workload. Communication between group members can be accomplished using communication tools inside Blackboard or direct email.
- Significant time will be needed to complete assignments on time. Software installations are available in all university computer labs and in the library.
- Students will also use email, Internet, and other technology resources during the course.
- Assignments will be submitted as instructed and will vary according to the nature or complexity of the exercise/project.
- Properly identified your work with your name, course number, and assignment name, placed in a footer. Ex. YourName_3382_Booklet.
- Students are responsible for meeting assignment deadlines; late assignments may earn a reduced grade. Late assignments may be accepted solely at the discretion of the professor.

Exams & Assessment

- Exams/quizzes will be scheduled and will be administered online.
- Assessments must be taken as scheduled; make-up exams are discouraged and will be given at the sole discretion of the professor.
- Exams will evaluate the student's ability to use desktop publishing software applications correctly; format/style/design, accuracy, and content, are important.

University Distance Education Policy (adopted 01/2014)

Distance Education Statement: Students enrolled in distance education courses have equal access to the university's academic support services, library resources, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should submit online assignments through Blackboard or SRSU email, which require secure login information to verify students' identities and to protect students' information.

Required MS Publisher 2010 or 2013 is required. See top of syllabus.

The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are required to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

Distance Education (Web Course) Non-Participation Statement

Policies in effect for on-campus, traditional classroom instruction courses also apply to students enrolled in distance education courses, including Web-based and ITV courses. The University allows a maximum of 20% absences in a course before an instructor may drop a student for excessive absences with a grade if "F" or "W." In distance education courses, this policy is interpreted as non-participation; once a student has been documented as non-participating for more than 3 weeks of inactivity during a long semester or 1 week of inactivity during a summer session, the instructor may drop the student from the course with a grade of "F" or "W." Non-participation and inactivity may include not logging on to the course, not submitting assignments or participating in other assigned activities as Scheduled, not communicating with the instructor by phone or e-mail, and/or not following the instructor's participation guidelines stated in the syllabus. September 18, 2015 will be considered the 3 week period in Fall 2015.

Your professor will use **Blackboard statistics** to document logins to the course and assignments accessed and

submitted. The AST 2331 Desktop Publishing Secret Facebook group will be used to share information throughout the

course.

When a **discussion board** and Facebook groups are used, you should interact to get information needed to contribute to the topic. Outside reading and research from resources such as the library, web, and personal experiences may help you formulate a response. All responses will be viewable and will be read by the professor and all members of the course. If an opinion or personal experience is requested or appropriate, please provide it in an informative, constructive way. I reserve the right to remove any discriminatory or inflammatory posts or replies without notice. I also reserve the option of discussing inappropriate behavior with the student; flagrant matters may be forwarded to the appropriate University official for discipline.

A **Course Blog** may be used to share projects created by students in the course.

Discussion boards will be used for discussion of course-related issues and other appropriate topics. You are expected to continue discussion to add substantive material. Posting your own ideas adds to the whole; however, your reply to other students' entries is also expected when appropriate and relevant.

The instructor moderates these discussion boards and reserves the right to remove any discussion board or blog post that she deems inappropriate for the objectives of the course. Proper internet etiquette will be conducted. Serious violations of proper online conduct may result in University disciplinary action.

Online assessment includes the administration of tests, exams, quizzes, surveys, via Blackboard and/or Atomic Learning. You will be notified by email of a test date at least one week in advance. The exams will be scheduled during a specific date range. You will be expected to schedule the taking of your exam during this timeframe. **Take your exam when scheduled**. Make-up exams are not given, except in emergency situations, and will be left to the discretion of the professor. If difficulties are encountered while taking an exam, notify your professor by email immediately. Your

professor will determine if the circumstances warrants "reset."

The professor may require a student to provide a signed, verifiable excuse from a licensed health care professional, attorney, or other official public notice for missing a major exam or assignment/project due date.

Reward points (1-5) may be offered and awarded for special situations, including exemplary work. Your professor will let you know about course-related extracurricular events on campus or in your community. Your participation in these extra activities will be optional; however, your attendance may be eligible for **reward** points. The value of the points will vary and will be at the discretion of the professor. Requests for extra credit to make up incomplete work, late assignments, procrastination, or non-participation will not be considered.

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 regularly.
- All emails to me at mwill@sulross.edu MUST contain the following in the Subject Line YourLastName_2331_Topic. Ex. YourName_2331_Question
- 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 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

- Use Banner Self-Service to access your final course grade which is viewable soon after the professor posts it.
- 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."
- 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.*
- *Think before you drop! It may be better to complete the course!*

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

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, or visit this website http://www.sulross.edu/pages/4508.asp

Academic Advising

I am available to help you in Administrative Systems & Technology advisement. I can also refer you to the right person.

Week	Date*	Topic
1		Introductions; Syllabus; Registration for online resources
2	Aug 24-Sept 8	Original Projects
3	Sept 8 - 22	Original Projects
4		
5	Sept 22-Oct 6	Infographics Introduction; Begin Infographic Project
6		
7	Oct 6 - 20	Original Projects
8		Original Projects
9	Oct 20-Nov 3	Original Projects
10		PDF and E-book Development; Original Project
11		Original Projects
12	Nov 3-17	Original Projects
13		Original Projects
		Original Projects
	Nov 17-Dec. 8	Original Projects
PROJECTS DUE	Dec 8	Due Date for all materials submitted; no extensions

*Subject to modification if circumstances require.

Students should check the University Academic Calendar to meet all deadlines such as application for graduation, scholarships, dropping a course with a W, preregistration for the next semester, and more.