Syllabus
Sul Ross State University
Spring 2016
AST 1305:001 Business Computer Applications

Mazie E. Will, CPS/CAP, Associate Professor
ACR 102
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FACEBOOK: http://www.facebook.com/asbtdegree
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In-Office Hours: TuTh 9:30 – 12 Noon
MTuWTh 2 – 3:30 p.m.
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: 432-837-8888

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
  - 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 Operating System
c. PowerPoint 2013--ATL and Original Presentation
d. Word 2013—ATL and Original Project
e. Excel 2013—ATL and Original Project
f. Outlook 2013—ATL and
g. Web 2.0 and 3.0
h. Voice Recognition Applications
i. Intermediate & Advanced Applications
j. Computer Security
k. Multimedia
l. Online Research Resources

Evaluation

Assignments & Exercises	20%
Integrated Projects/Presentations	45%
Assessments	20%
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/DVD, USB, 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, PowerPoint, and other 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 4, 2016 10 a.m.
- Your FINAL exam is scheduled for Monday, May 9, 2016, 10:15 a.m. Attendance is required.

Attendance and Punctuality and other Classroom Rules

- Attendance is required and expected; attendance is usually recorded daily.
- Attendance will be calculated on a percentage-attendance basis.
  - Example: If attendance is recorded 40 days, and you attend 35 days, your attendance percentage is 87.5%, which is 15% of the final grade.
  - The professor may apply the University Policy for excessive absences. University policy states there are "no excused absences for any reason." Nine (9) clock hours' absence is considered excessive by University policy, for which students will earn a grade of F.
- Explained absences for student-related activities are approved by the Dean of Student Life.
- If you anticipate an absence, you may notify the professor by email or voice mail.
- The instructor may request documentation of the reason for repeated, excessive absences A signed note from a licensed health professional, attorney, or other public notice may be requested.
- Please be on time. Repeated tardiness and exceptionally late arrival may disturb instruction. If attendance has been recorded, the records will not be changed.
- Students are responsible for meeting University deadlines, i.e., drop/add courses, payment, dropping a course, graduation, or withdrawal from the University.
- Students are asked to refrain from searching the Internet, chatting, emailing, social networking, etc. during lecture and discussion. For special circumstances, you may be asked to turn off your monitors while the professor or a guest speaker is talking.
- Cell phones: OFF OR ON VIBRATE; cell phone etiquette is requested during class.

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 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.
- If the professor is away from the University, her designee will attend the class to make announcements. Someone will be present to monitor the class and to record attendance.

Course Grade

- 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.
- 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!
- 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

I am available to help you in Administrative Systems & Technology. I can also refer you to the right person or office for other matters.

Course Schedule*
AST 1305:001 MWF 10 – 10:50 a.m. ACR 203
Spring 2016
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Week	Date	Anticipated Topic
1	Jan 20	Introductions; Syllabus; Computer Lab Layout; Log in
	Jan 22	Blackboard, SR email; Banner
2	Jan 25	Demo Office 365 Access
	Jan 27	Atomic Learning Training: PowerPoint 2013 Rubric and demo
	Jan 29	Atomic Learning Training: PowerPoint 2013; Set Presentation schedule
3	Feb 1	Atomic Learning Training: PowerPoint 2013
	Feb 3	Atomic Learning Training: PowerPoint 2013
	Feb 5	Student preparation of PowerPoint Presentations
4	Feb 8	Student preparation of PowerPoint Presentations
	Feb 10	Student preparation of PowerPoint Presentations
	Feb 12	PowerPoint Live Presentations, Group 1
5	Feb 15	PowerPoint Live Presentations, Group 2
	Feb 17	PowerPoint Live Presentation, Group 3
	Feb 19	Atomic Learning Training: Word 2013; Voice Recognition, (Headset w/ Mic required) Projects Rubric and demo
6	Feb 22	Atomic Learning Training: Word 2013, Voice Recognition
	Feb 24	Atomic Learning Training: Word 2013 and demo
	Feb 26	Atomic Learning Training: Word 2013 and demo
7	Feb 29	Atomic Learning Training: Word 2013 and demo
	Mar 2	Atomic Learning Training: Word 2013 and demo
	Mar 4	Atomic Learning Training: Word Poster Projects displayed & peer review
8	Mar 7	Atomic Learning Training: Social Media discussion
	Mar 9	Atomic Learning Training: and demo
	Mar 11	Atomic Learning Training: Computer Security and demo
Spring Break March 16-20, 2016...Be safe and have fun!		
9	Mar 21	Atomic Learning Training: Excel 2013 and demo
	Mar 23	Atomic Learning Training: Excel 2013 and demo
	Mar 25	Atomic Learning Training: Excel 2013 and demo
10	Mar 28	Atomic Learning Training: Excel 2013 and demo
	Mar 30	Excel 2013 Completion
	Apr 1	Atomic Learning Training: Web 3.0, Internet resources; smartphone apps
11	Apr 4	Atomic Learning Training: Adobe Acrobat
	Apr 6	Atomic Learning Training: Form Creation
	Apr 8	Atomic Learning Training: Multimedia and demo
12	Apr 11	Atomic Learning Training: Multimedia and demo
	Apr 13	Multimedia Project Completion
	Apr 15	Atomic Learning Training: Integrated Projects and demo
13	Apr 18	Atomic Learning Training: Integrated Projects and demo
	Apr 20	Student Share; Final Exam Discussion and set presentation schedule
	Apr 22	Student Share
14	Apr 25	Student Share
	Apr 27	Thanksgiving Holiday; No class
	Apr 29	Thanksgiving Holiday: No class
15	May 2	Final Exam Preparation

	May 4	Final Exam Presentations, Group 1 LAST CLASS REGULAR CLASS DAY
	May 5-6	DEAD DAYS—NO CLASSES
FINALS WK	May 9	Final Exam Presentations, Group 2 FINAL EXAM 10:15 A.M. – 12:15 P.M. REQUIRED ATTENDANCE
*Schedule may change, if necessary, to adequately meet course objectives.		