Syllabus
Sul Ross State University
Spring 2016
AST 1383:001 Word Processing & Advanced Keyboarding

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: MTuW 2 – 3:30
                        TuTh 9:30 – 12 Noon
                        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 Word Processing by applying and demonstrating knowledge of Microsoft Office 2013, Office 365, Google Docs, and others. In addition, voice recognition software through hands-on computer applications exercises, assessments, projects, and presentations will be conducted.
- students will transfer their knowledge of word processing software by creating original projects including infographics to display data in graphical form
- Students will improve keyboarding speed and accuracy
- Students will demonstrate their efficiency in using email and the Internet for completion of some assignments.

Anticipated Topics

    a. Word 2013, Office 365, Google Docs—ATL and Original Projects
- Refresher
- Intermediate
- Advanced

    b. Advanced Keyboarding Speed & Accuracy
    c. Web 2.0 and 3.0
    d. Voice Recognition Applications
    e. Computer Security
    f. Online Research Resources

Evaluation

Atomic Learning 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_1383_AssignmentName.
  - Ex. SuzieQue_1383_MyRésumé
- 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 <u>sole discretion</u> of the professor. Her decision is final.
- Exams will evaluate the student's ability to use MS Office 2013, Office 365, Google Docs, 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 <u>Wednesday, May 4, 2016 </u>11 a.m.
- Your FINAL exam is scheduled for <u>Monday, December 7, 2015, 10:15 a.m</u>. Attendance is <u>required</u>.

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.
o 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.
o The professor may apply the University Policy for excessive absences. <u>University policy states there are "no excused absences for any reason.</u>" 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

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 <u>no higher than a "B</u>."

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

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

Week	Date	Anticipated Topic
Course Schedule* **AST 1383:001 MWF 11 – 11:50 a.m. ACR 104** **Spring 2016** **Mazie E. Will, CPS/CAP, Associate Professor**		
1	Jan 21	Introductions; Syllabus; Computer Lab Layout
	Jan 23	Office 2013 Access; Atomic Learning Access Demo
2	Jan 25-27	Office 365 Demo & Access
	Jan 29	Web 3.0, Internet resources; smartphone apps; keyboarding pre-test
3	Feb 1-5	Business correspondence (Letters, memos)
4	Feb 8-12	Form Creation & Tables; Adobe Acrobat
5	Feb 15-19	Atomic Learning Training: Voice
6	Feb 22-26	Manuscripts and reports
7	Feb 29-Mar 4	Posters, flyers, infographics; peer review
8	Mar. 7-11	Social Media applications
9	Mar. 14-18	Spring Break
10	Mar. 21	Merge Letters
11	Mar. 28-Apr.1	Student Share
12	Apr. 4-8	Integrated Projects
13	Apr. 11-15	Integrated Projects
14	Apr. 18-22	Integrated Projects
15	Apr. 25-29	Final Exam Preparation
16	May 2-4	Final Exam Preparation
	May 4	Last Regular Class Day
	May 5-6	DEAD DAYS—NO CLASSES
FINAL	May 11	FINAL EXAM 10:15 A.M. – 12:15 P.M. REQUIRED ATTENDANCE
*Schedule may change, if necessary, to adequately meet course objectives.		