

Sul Ross State University
Department of Business Administration
Business Computer Applications
AST 1305:001
MWF 10:00 – 10:50 am ACRC 203
Fall 2016

Course Instructor Linda McAnally
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Office Hours **MW** 8:30 – 9:30 am; 2:00 – 3:00 pm;
TR 2:00 – 3:00
***Other Times by Appointment**

Course Description:

Students will use SimNet for Office 2013. They will learn spreadsheet software and be able to manipulate the data to meet needs in business. Students also develop presentations using presentation software and perform basic word processing functions. Students will learn through three methods: teach me, show me and try it. Other programs will include the use of Windows, Internet Explorer and several other items during the semester.

Required Course Materials:

SimNet for Office 2013. The registration code can be purchased online (easier if you order online and register at the same time. **SimNet Online website** <https://sulross.simnetonline.com>
Be sure that you register for “AST 1305 Fall 2016 (McAnally). You will use your access code to register.. You can also order your access code from this site. Just click on “I do not have registration code”. This is the website you will be using all semester. Click on the lessons tab and you will see the lessons listed. There are three tabs, **teach me, show me and try it. Teach me** is similar to a textbook, the information is set up like a page in a textbook. If you are not familiar with the program, you will probably want to read through the information. **Show Me** is an interactive method. You need to have sound in order to hear it. This is for people who are more visual. **Try It** is where you actually work through tasks. This is what gives you the grade for the lessons. The “Try It” is what has to be completed. The method used is a drop and drag for the most part. Some answers have to be typed in. All you have to do is complete all of the tasks and you will complete the lesson. You can go back and redo this as many times as you need to get a grade of 100. After you have completed all of the lessons in a component, take the post assessment exam. You can take each exam twice. If you have any questions, please call me. Most of your assignments will be completed at this website. Grades, assignments, etc. will be posted periodically on blackboard, but you can get most of the information from the SimNet Online website.

A course schedule is posted under the assignment tab. Your class work will begin on Monday, August 29, 2016.. The course calendar is a list of all the assignments for the semester. Please print out a copy of the syllabus and course calendar for your use during the semester. SimNet Online lessons, projects and exams will be posted on the SimNet website. After you complete each component, take the associated exam.

Program Learning Objectives (PLO)

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 Outcomes

Upon successful completion of this course, the student will be able to:

- Demonstrate basic computer management skills necessary in business.
- Demonstrate proficiency in using Microsoft Word, Access, Excel and PowerPoint software.
- Demonstrate the use of Microsoft word to create and edit different Word documents using Word formatting and editing commands with emphasis on page setup.
- Create hyperlink documents.
- Use Resume Wizard, AutoCorrect feature, create and modify tables, use borders, and sort data.
- Create an Excel spreadsheet, enter and edit data, use the AutoCalculate feature, define ranges, use the Chart wizard, use statistical and IF functions. Demonstrate how to evaluate and edit spreadsheets within Excel, including using formulas and formatting.
- Create and modify professional presentations using Microsoft PowerPoint using bulleted lists, slide transitions and animation.
- Create and edit a database for a business application including tables, reports forms and queries using Microsoft Access.
- Use an Internet browser to search the World Wide Web for specific information, to download images to the computer, and to view hyperlinks within files.
- **Attendance:**
- Class attendance is required. Each student is expected to attend class regularly, to arrive on time, and to remain until class is dismissed. Tardiness and leaving class early are disruptive for other students and the instructor. Students who do not arrive promptly or who leave early may be noted as absent.
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- The class attendance policy on page 66 of the 2014-2016 catalog will be followed. A student will be dropped after they accumulate six absences. General guideline is nine absences for a MWF class, six absences for a MW or TR class and three absences for a night class. Absences from class for University sanctioned activities shall not be included in this count provided the student notifies the instructor in advance.

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Classroom Behavior:

Distracting behavior such as uninvited casual talk among students, use of cellular phones, beepers or inappropriate behavior toward fellow students or faculty is unacceptable. Turn off your cell phone and any other electronic equipment before class starts. If you turn your phone to vibrate, do not answer it in class and do not leave the classroom to answer your phone unless you have an emergency.

Students misbehaving in class will be asked to write a ten page paper on why they cannot behave as an adult in class. This paper will become part of the Homework Grade and if not submitted will be assigned as an “F”. Also, disruptive students will be called to the front and asked to lead the class discussion and/or problems solving session.

Course Grading:

Students will be graded based on the tasks completed, exams and a final exam.

Participation	10%
Assignments (SimNet)	30%
Projects (SimNet)	15%
Exams (SimNet – Post Assessments)	45%
Total percentage	100%

Your grade is based on the following scale:

A	90% -100%
B	80-89%
C	70-79%
D	60-69%
F	59% and below

Academic Honesty

Cheating or plagiarism includes the copying of all or part of another person’s work and will not be tolerated. If you allow your work to be copied or make it available to another student for this purpose you are also cheating. All parties involved will receive an F on the assignment.

Students with Disabilities:

Sul Ross State University is committed to compliance with the Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. Qualified students with disabilities needing academic or other accommodations to facilitate full participation in our programs, services and activities should contact the Accessibilities Coordinator, Ferguson Hall Room 112, Monday – Friday 8:00 a.m. – 5:00 p.m., 432-837-8203.