

Arkansas State University-Newport's mission is to provide an accessible, affordable, quality education that transforms the lives of our students, enriches our communities, and strengthens the regional economy.

BSYS2413: Administrative Technology

Catalog Description: Instruction in use of word processing software on microcomputers. Familiarization with word processing procedures and terminology.

Course Type: Lecture

Instructor Name:

Office:

Office Phone:

Email:

Office Hours:

Department Information

Course Department:

Academic Department:

Academic Coordinator:

Email:

Associate Dean:

Associate Dean Contact Number:

Email:

Materials: Required and Optional

Required Text: We will be doing something new this semester for some of our courses which includes Administrative Technology. We are excited to announce that we are a Microsoft Imagine Academy. This will allow you to use Microsoft Certification curriculum which will prepare you to take certification exams in Microsoft Office. Certifications are important in the world of technology and we believe this will give you an advantage in the workforce. In Administrative Technology you will take two certification exams: Word Specialist and Word Expert. Both of these will be free the first time, if you take it at one of our testing centers on one of the ASUN campuses (Jonesboro, Marked Tree, or Newport). If you cannot take the exam on one of these campuses, you will have to go to a testing center that gives the Microsoft Word certification exam and take the certification test at your cost. You are required to provide your instructor with these test scores and they will be calculated into your final grade

- Only Windows computers can be used in this course. **No Apple or MAC computers and no Google docs.**
- Internet Access
- Jump Drive
- You do not have to purchase a book for this course. It is an online book that is free to you since we are a part of the Microsoft Imagine Academy. You may download it to your jump drive and use it by looking at a split screen, or by looking at it on another device, or you may print the book and put it in a binder.
- Microsoft Office 2016 or Office 365 software which you can download from ASUN free.

Optional Texts:

Required Material:

Optional Materials:

Institutional Learning Outcomes

Upon graduating from ASU-Newport with any Associate Degree, a student will be proficient in the following:

ILO1: Communication

Goal: Students will express ideas, knowledge, and concepts in a clear and concise manner.

- a) Written
- b) Verbal
- c) Interpersonal

ILO2: Reasoning

Goal: Students will apply reasoning skills in a variety of environments, which demonstrate problem-solving and applied knowledge.

- a) Explore
- b) Locate
- c) Interpret
- d) Evaluate
- e) Apply

ILO3: Responsibility

Goal: Students will participate in service activities that instill in them a sense of social responsibility.

- a) Civic
- b) Academic
- c) Financial

Institutional Grading Scale

Grading Scale:

- A: 90-100
- B: 80-89
- C: 70-79
- D: 60-69
- F: 0-59
- S: Satisfactory
- U: Unsatisfactory

Americans with Disabilities Act Compliance

In order to obtain appropriate disability related accommodations and services to which they are entitled, students with documented disabilities should voluntarily and confidentially provide the Office of Disability Services (870-512-7838 or disabilityservices@asun.edu) with appropriate medical documentation regarding the nature and extent of their disability, make their needs known to this Office and follow established procedures for acquiring needed services and accommodations in the classroom or online.

Information Technology Services

If you experience any problems or issues with Canvas, MyCampus, or other equipment, please contact ITS at 870-512-7783 or <http://its.asun.edu>. Canvas also has a 24/7 live chat. This is a valuable resource for those late-night tests or assignments that just do not seem to work properly.

ASU-Newport provides a number of different services to assist students in areas that directly impact their academic success. The following direct websites will help you get in touch with those services that may be needed during your time as an ASUN student:

Academic Support Center: <http://academicsupport.asun.edu>

Financial Aid: <http://financialaid.asun.edu>

Career Pathways: <http://pathways.asun.edu>

University Police: <http://cpd.asun.edu>

Information Technology Services: 512-7783 or its@asun.edu

Disability Services: http://www.asun.edu/disability_services

Admissions: <http://admissions.asun.edu>

Last name of Faculty, Semester

Academic Dishonesty (as stated in the Student Handbook)

ASU-Newport enthusiastically promotes academic integrity and professional ethics among all members of the ASU-Newport academic community. Violations of this policy are considered serious misconduct and may result in disciplinary action and severe penalties. Cheating in any form-including plagiarism, turning in assignments prepared by others, unauthorized possession of exams - may result in the student being dropped from the class with an “F” and/or being suspended from the College. Students who feel they have been unfairly accused of cheating may appeal to the Associate Dean of General Education.

Campus Safety Information

What to know and do to be prepared for emergencies at ASUN:

- Opt-in to receive ASUN’s School Messenger notifications regarding weather closings, emergencies, and other important notifications. All currently enrolled students will receive an email within the first two weeks of the semester prompting them to Opt-in to the messaging system.
- Know the safe evacuation route from each of your classrooms. Emergency evacuation routes are posted in on-campus classrooms.
- Listen for and follow instructions from your instructor or other designated authorities.
- For additional emergency information see the ASUN Emergency Response Guide in the Portal under “More” then select “Department of Safety”.
- Know the emergency phone number for ASUN Campus Police or dial 911.
- Report suspicious activities and objects found on campus.
- Keep your permanent address and emergency contact information current in My Campus.

Inclement Weather

In the event of inclement weather, class cancelation is left to the discretion of the Chancellor. You will be notified of class cancelation on the university website, through news media, and through our school messaging system.

Children in the Classroom:

ASUN classroom policy requires that the learning environment should be free of distraction in order to provide the highest learning opportunity for all students. In this light, students should not bring children to the classroom. If you must bring a child on campus, please have your child properly supervised in the public gathering areas.

Course Learning Outcomes:

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

Course Learning Outcomes	Assessment
Construct, edit, and format a Word document.	Readings, homework, tests, and MSA
Build, edit, and format a table and form	Readings, homework, tests, and MSA
Apply graphics, building blocks, and styles to a work document.	Readings, homework, tests, and MSA

Master Summative Assessment (MSA)

The MSA is based upon the certification tests:

- Attempting and passing Word Specialist Certification test
- Attempting and passing Word Expert Certification test

Course Policies and Procedures

Academic Calendar

Disclaimer

This syllabus and all documents associated with the syllabus are considered a contract between the student and the instructor. Students are expected to carefully read and review the syllabus and all associated documents in order to be familiar with course expectations and policies. This syllabus is subject to change at the discretion of the instructor, who will inform students of any changes. Students are responsible for keeping up with any changes.