

**SYLLABUS**  
**MGT 320-80 – Business Technology Applications**  
**December 27,2010–January 16, 2011**

Instructor: *Dr. L. Presby*

[PresbyL@wpunj.edu](mailto:PresbyL@wpunj.edu)

phone: 973-720-2538

**Office: Valley 3051, Office Hours-**by appointment.

**Course Description**

This course focuses on microcomputers and their application as a decision support tool to business problem solving. Using a case study approach, the student will utilize productivity software to fulfill the course requirements.

**Textbook and Wall Street Journal articles (required):**

New Perspectives on Microsoft Office 2007, First Course, Premium Video Edition, 1st Edition  
Ann Shaffer, Patrick Carey, Kathleen T. Finnegan ISBN-10: 0324788843,ISBN-13: 9780324788846 Spiral Bound 2010  
required reading of selected articles: Wall Street Journal

**Teaching Methods**

we "meet" by logging on to Blackboard, a shell-program that will serve as our vehicle for class delivery. Announcements, assignments, will be from BlackBoard. If you have any problems, please click on the "For Help Click Here to Access the Bb Support Center" link on [bb.wpunj.edu](http://bb.wpunj.edu). Note that the materials that I will be posting on the Blackboard pages will typically be files in a Microsoft Office 2007 format. Please ensure that the computer that you are planning to use for this course is able to open this type of files. Additionally, the assignments that you submit must be in a format that I will be able to open with Microsoft Office 2007 products.

**Course Objectives**

- Develop a basic knowledge and understanding of computers
- Understand how businesses solve problems using application software.
- Understand and apply the features of business software via written communication

**Student Learning Outcomes**

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

- Describe the different features of computers and its need in the business environment
- Utilize word processing for mail merging, word wizards and research papers
- Understand the nature of spreadsheets and
- the ability to perform goal seeking, filtering and basic data analysis
- Analyze strengths and weaknesses of utilizing various software
- Deliver a PowerPoint presentation on a pertinent computer product
- Understand the nature of a database and construct one
- Discuss current ethical and legal implications that arise with computer use

**Introduction:**

I am Dr. Leonard Presby, your online professor for the course MGT 320, Technology Applications. This welcome letter explains the necessary requirements so you can get much out of the course. We "meet" through logging on to Blackboard, a shell-program that serves as our vehicle for class delivery. I send announcements, give assignments, put you in discussion groups, etc. through BlackBoard. Instructions on using BlackBoard can be found on the site at [bb.wpunj.edu](http://bb.wpunj.edu)

**Example of a typical day:**

Each day you will have assignments. Assignments will be sent to me ONLY via Blackboard. Do NOT use the digital drop box. Use the "ASSIGNMENT" section. To get full credit, I need to see your name and the name of the particular assignment. Otherwise, I will delete them.

The assignments will typically consist of

<b>a. 8 Responding questions (5points)</b> to assigned question(s) that will be posted in Blackboard from me or from The Wall Street Journal	40%
<b>b. 8 Lab Application assignments(8 points)</b> usually from the text, <i>Microsoft 2007</i>	64%

To make things easier provided is a color calendar showing when assignments are due. The assignments are explained by checking the appropriate categories (announcements, assignments, course material) in Blackboard. Assignments are due by 11:59 pm the day it appears on the calendar. Points are deducted if late or you have more than 2 spelling errors.

**Expectations of Performance:**

You will be judged by the timeliness and completeness of all assignments

You should log on to Blackboard each day and check for possible new "Announcements".

The assigned book is necessary to complete many assignments. Obtain it by the first day of class.

**General information regarding online classes:**

In the online version of this course, all interaction between students and the instructor occur online, with the exception. Blackboard is quite easy to learn and is accessible 24/7 anywhere you have an Internet connection. An online course is neither more difficult nor easier than the same course taught in a conventional classroom. Blackboard keeps track (as do I) of your participation; you cannot just decide to skip a few M,T,W,Th days, then log on, and submit assignments.

**What Should You Know How To Do Before Taking This Course:**

Know how to "paste" assignments into your e-mails as well as sending them as attachments; At times, I cannot open all e-mail attachments. Therefore you might not get credit for an assignment

**Policies:**

\*All assignments need to be submitted on time.

\*All assignments are due on the day posted by 10:00 P.M. Late assignments are penalized at the rate of 5% loss per day. Points are deducted if your spelling is unacceptable. This means if there are more than two typos, credit is lost.

\*Independent and cooperative projects will be required.

\*The University trusts each student to maintain high standards of honesty and ethical behavior. All assignments submitted in fulfillment of course requirements must be in the student's own work. All assignments, except those designated as "group", are meant to be individual efforts. Group efforts are meant to be equal efforts of all group members. If any words are used that do not represent the student's original ideas, the student must cite all relevant sources.

**Academic dishonesty could involve:**

Having a tutor or friend complete a portion of your assignments.. Copying work submitted by another student

Not adhering to the University's academic honesty policy on honesty will result in failure.

Assignments will be graded on form, which includes, spelling, punctuation and grammar.

**Note that changes in the syllabus may be made. You have the responsibility of checking Blackboard daily.**

**Feedback:**

I will try to respond via email to any inquiries I receive within 24 hours, except for weekends. Feel free to e-mail me if you have a question or if you wish to schedule an in-person meeting.

**Log-in Procedures:**

Each time you log in to BlackBoard, please first check :

1. *Announcements* (for up to the minute announcements), 2. *Assignments*, and 3. *Calendar*.

**Grading:** The following scheme is used for your letter grade: A: 93-100%; A-: 90-92%; B+: 87-89%; B: 84-86%; B-: 80-83%; C+: 77-79%; C: 74-76%; C-: 70-73%; D+: 67-69%; D: 64-66%; D-: 60-63%; F: <60% .

That's it. The important point is to check BlackBoard daily for any changes. Save your assignments on disk. At times, you may think you mailed it correctly, but it is not received.

**One last item:**

You need to respond to me via bb the first day of class that you understand this welcome letter. It may be sent through the discussion board in blackboard. Attach to it any picture of yourself and tell me your major.

**PLEASE CHECK BLACKBOARD ANNOUNCEMENTS DAILY FOR ANY CHANGES. EXPLANATION OF ASSIGNMENTS IS FOUND IN THE ASSIGNMENT SECTION IN BLACKBOARD. Answer questions and make attachments in WORD only and then email it to me through blackboard.**

Monday		Tuesday		Wednesday		Thursday		Friday	
December 27 read ECC 1  respond1-welcome letter & download files from book by Monday 12/28		December 28 read Exploring the Basics (WIN)  respond2 -Wall Street Journal 1 questions posed on blackboard (via blackboard only)		December 29 read Managing Your files (FM) lab1- screen dump+personal page  respond3-computer-find out		December 30 read browser basics (BEB)  lab2- logo in Paint		December 31 read WD components lab3- p29 BEB Case problem3 Qu5,7 only respond4 -WSJ	
January 3 read EX tutorial 1  Lab4- Wdp39, Case problem1-tutorial1		January 4 read EX tutorial 2  lab4a- WD p91 Case problem3		January 5 read EX (tutorial 3)  respond5- WSJ		January 6  lab5- Excel-p492 Case probm2-tutorial1		January 7 read AC tutorial 1  respond6-/WSJ	
January 10 read AC tutorial 2 Lab bonus-Excel p152 Review assignment-tutorial3		January 11 read PPT tutorial 1 lab7- Access p38 Case Problem 1, tutorial1 respond7 - WSJ		January 12 read PPT tutorial 2 lab7A-Access p89, Case Problem 1, tutorial2		January 13 lab8-PowerPoint p84, Case problem4, tutorial 2		January 14  respond 8-WSJ	
By January 9									
lab6- Excel p102 Review assignment-tutorial2									
January 18									
GRADES HANDED IN									