

# Welcome to Technology Applications Mgt3200-80-On Line

## Winter 2014 (12/22-1/11)

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**Introduction:** Greetings. I am Dr. Leonard Presby, your online professor for Technology Applications. I will explain the necessary requirements so you can get much out of the course. In order to accomplish that, we need to set the rules up front.

We "meet" by logging on to Blackboard, a shell-program that will serve as our vehicle for class delivery. Announcements, assignments, group assignments will be from **BlackBoard**.

**How Do You Get to the Online Course?** Point your web browser to: <http://bb.wpunj.edu/>, (our Blackboard website) Press the Login button to access to the Username and Password page Enter your username, (same as your WPUNJ e-mail username). Enter your ss# as your password.

**Textbook (required):** We will be using Microsoft Office 2013-Introductory by Shelly. Publisher is Course Technology. Isbn is13:978-1-285-16602-5. You will also need to access the Wall Street Journal at least 6 times for various articles. You can get it from any library.

**Orientation & Visits to Campus :** all work takes place on the Web.

**Example of a typical day:** Each day you will have assignments. To get full credit, you need to send them through bb, by selecting "Assignments". You will see an exclamation mark ( ! ) after the assignment is sent in. After I grade it the ! will change to a grade. All assignments are due by 11:59pm **the day it appears on the calendar**. Points are deducted if it is late or you have more than 2 spelling errors. (Please do not attempt to do all the assignments at the end of the semester. You will not pass. I may modify assignments through the semester and give you sufficient time to complete them. You will have notice on bb of any change). No Instant Messenger language, please.

**Expectations of Performance:** You will be judged by the timeliness and completeness of all assignments  
**Log on to Blackboard, each day, check for new "Announcements" regarding assignments.**

Online vs. the Classroom? In the online version of this course, all interaction between students and the instructor occur online. Blackboard is easy to learn and is accessible 24/7 anywhere you have the Internet. Online courses are 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 days, then log on, and submit assignments.

How Do You Get Help?: On the Blackboard welcome page and you will find help sheets, animated help guides, and the University's Help e-mail address—all at <http://bb.wpunj.edu/>

Policies:

\*All assignments are due on the day posted by 11:59 P.M. Late assignments are penalized at the rate of 1 grade per day (e.g. 1 day late=A to A-, 2 days late A to B+, etc.). I take points off if there are more than two spelling typos.

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

**Feedback:**

I will try to respond by email to inquiries within 24 hours, (not 24 minutes), except for weekends (48 hours). E-mail me if you have a question.

**Each time you log in to Blackboard, please first check :Announcements, Assignments, and Calendar.**

**Please send assignments in WORD only, for full credit**  
**Syllabus is subject to change up to 2 days before an assignment. Check bb Daily**

**Example of a typical day :**

Each day you will have assignments. Assignments will be sent to me ONLY via Blackboard unless I ask otherwise. Use the "ASSIGNMENT" section. To get full credit, I need to see your name and the name of the particular assignment. Otherwise, I delete them. The assignments will typically consist of

a. 8 Responding questions (5points) to assigned question(s) that will be posted in Blackboard from me or from The Wall Street Journal	40%
b. 13 Lab Application assignments(5 points) usually from the text, <i>Microsoft 2010</i>	65%

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.

**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*.

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

**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% .

**One last item:**

You need to respond to me via bb by December 11 before midnight that you understand this welcome letter. It should be sent through the discussion board in blackboard. Attach to it any picture of yourself and tell me your major.

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**Business Computer Technology**

*Assignments due the day assigned by 11:59pm. See Announcements/Assignments for explanation.*

**CHECK DAILY FOR POSSIBLE CHANGES.** Save your assignments on disk.

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Weekend-due Sunday</b>
Dec 22 Get book read IT 1-37 respond in blackboard to welcome letter by tonight 11:59pm	Dec 23 respond1 via blackboard to the security question on page IT39 read Offp1-39 Essential Concepts lab0 – computer-find out (via blackboard only)	Dec 24 read Offp39-81 Essential Concepts lab1- jobs respond1 Wall Street Journal by June21 (questions found on blackboard)	Dec 25 read Word ch1 lab2- logo in Paint	Dec 26 “Your Turn” #3 page 64	By Dec 28 respond2WSJ read Word ch2 and 3
Dec 29 lab4- pageWD136 #3	Dec 30 read EX ch1	Dec 31 read EX ch2 Lab5 –WD p197 Google docs upload	Jan 1 respond3WSJ3	Jan 2 read Ex ch3 Lab 6 Ex 55 Apply Your Knowledge respond4WSJ4	By Jan 4 Lab 7-Ex p123 “ Loan Balance”
Jan 5 read PPT ch1 Lab8- EXp202 “Payroll”	Jan 6 lab9 ppt61 “In the Labs” respond5 WSJ5	Jan 7 read PPT ch2 lab10- PPT138 lab2 respond6wsj6	Jan 8 Respond7 wsj7 lab11- ppt page 138-In the labs- lab2	Jan 9 Social media exercise lab12-Web evaluation	Jan 11 Lab13-Prezi respond8wsj8
Jan 12 GRADES HANDED IN					