

SUMMER 2017 (June 7-June 29) Online Computer Applications and Office Applications

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Benefits

Online classes have many benefits:

- They offer flexibility in time and location.
- They can be done anywhere there is an internet connection.
- Lessons are available for review.
- Most students will be taking online courses in college. This is excellent preparation. Blackboard is a popular platform for online college courses.

Orientation

Each student will need to attend a 45-minute orientation session in order to take a computer class online. You will have two choices—May 31 at 12:45 p.m. or June 1 at 8 a.m. If you do not attend a session, you will not be able to take the online course. The orientations will be in Room 135.

Time

Online classes require the same amount of time and work as on-ground classes. Students have the flexibility, however, of choosing the hours they wish to work as well as their location. Students should log in to the website a minimum of four times a week. Assignments will be due four days a week and will take several hours a day just as in on-ground summer classes. **Due dates are firm**, and zeroes can do dreadful things to your average. If you do not pass the course, it has the same effect on your GPA as a course taken on-ground. Summer school classes cover the same material as a regular semester so there are quite a few assignments each day. You will need to plan accordingly.

Pitfalls

Procrastination is the biggest enemy of the online student. It is important to adhere to deadlines and to work on assignments on a daily basis just as you would in an on-ground class. In an on-ground class, the teacher can see your confused expression. When taking an online class, however, you have to be sure to let the instructor know if you are having difficulties. E-mail is generally the most efficient way to communicate with your online instructor—kay.gentsch@bishoplynch.org. I will also have office hours at the school to work with students in small groups or individually.

Textbooks

You will need texts for this course. You can find the books needed on my faculty webpage, in Blackboard, and on the Bishop Lynch textbook list. If you want to purchase the **e-book**, you may. We use the Illustrated Series from Course.com. You may be able to purchase the book from a student who has already had the course.

- **For Computer Apps:**
 - Microsoft Word 2013, Illustrated Series, Introductory
 - Microsoft PowerPoint 2013, Illustrated Series, Brief
- **For Office Apps:**
 - Microsoft Excel 2013, Illustrated Series, Introductory

Required Software:

- **For Computer Apps:**
 - Microsoft Word 2013
 - Microsoft PowerPoint 2013

- **For Office Apps:**
 - Microsoft Excel 2013

Please make sure you have the 2013 versions. You can download the software for free by going to BL's website (Student Life/Technology/Office 365 Info).

Mac Use

Thus far, we have not had total success with students using a MAC although that has improved a lot since we have switched to Office 2013. There can be a few differences that may cause the course to be more challenging with a MAC although some students have worked around that by coming to the school to complete some assignments or by having access to a PC as well as a MAC. You also have the option of taking this course on-ground during the school year. Computer Applications is also offered on-ground during the summer.

Summary

To be successful in these classes, you must have the following:

- Self-motivation
- Good time management
- Available time
- Correct textbooks
- Correct software
- Access to a PC

The summer school online computer classes will begin June 76 and will conclude June 29. You are welcome to work ahead and finish earlier. You can work ahead but not behind. If you are planning a vacation, you can submit your assignments before you go. **NO LATE WORK WILL BE ACCEPTED.** Have I mentioned that?

I look forward to working with you.