

SUMMER 2021 (June 7-July 1) 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. **If you do not attend a session, you will not be able to take the online course.** There will be one Zoom session and one in-person session, and dates will be announced in May.

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 five 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@bishopolynch.org. I will also have office hours via Zoom to work with students in small groups or individually.

Textbooks

You will be able to access an online version of the text for free. I will provide instructions at our orientation. If you prefer a paper copy, you will need to purchase that. You can find the books needed in Blackboard and on the Bishop Lynch textbook list.

We use the Illustrated Series from Course.com.

- **For Computer Apps:**
 - Microsoft Word 2019, Illustrated Series
 - Microsoft PowerPoint 2019, Illustrated Series
- **For Office Apps:**
 - Microsoft Excel 2019, Illustrated Series

Required Software:

- **For Computer Apps:**
 - Microsoft Word 2019
 - Microsoft PowerPoint 2019
- **For Office Apps:**
 - Microsoft Excel 2019



Please make sure you have the 2019 version. You can download the software for free by going to BL's website. When **logged in to FriarNET** (<https://www.BishopLynch.org>), click the **Technology Tips** tile from your **Resources** page and then see "Office365 Information" on the left.

Mac Use

Students may use MACs or PCs. There can be a few differences that may cause the course to be a bit more challenging with a MAC. Students may have to be a bit more resourceful, and I will provide some tips for that. Some students have worked around that 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

The summer school online computer classes will begin June 1 and will conclude June 24. 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.