

CLASS NUMBER AND NAME:	MNN220B—TECHNOLOGY TRENDS IN BUSINESS B
TOTAL CLOCK HOURS/UNITS:	24 Hours/2 Units
PREREQUISITES:	None
TEXTS AND MATERIALS:	<p>Due to the continuous change in technological innovations, a textbook is not required for this course. Alternatively, instructor prepared materials will be given.</p> <p>ProQuest eLibrary; headphones; binder; smartphone</p>
CLASS DESCRIPTION:	<p>This class focuses on exploring current and emerging technology trends in the workplace. Students will develop hands-on skills using a variety of advanced technologies including Adobe and Microsoft Applications; Cloud Applications; Web Design, Graphics, and Layout; Advanced Mobile Technologies; and Advanced Social Media Technologies.</p>
CLASS OBJECTIVES:	<p>After completing this course, the student will demonstrate current technology skills employers expect in today’s evolving workplace.</p>
CLASS FORMAT OVERVIEW:	<p>The course is blend of lecture and online, class discussions, presentations, team activities, and hands-on activities.</p> <p>Since lecture, in-class assignments, and team assignments are the main means of instruction in this class, students are expected to be present every day to participate in class discussion, to participate in team activities, and to communicate with team members and the instructor in a timely, professional manner.</p> <p>If a student’s attendance falls below 80 percent, the class will be rescheduled. At all times, it will be up to the student to learn of any work assigned while he or she was absent. In-class assignments are given periodically and may not be made up.</p>

REQUIREMENTS:

Time spent in preparation for or reflection on course lecture will approximate two hours outside of class for each lecture credit hour utilized by the instructor in delivery of the material and ¼ hour outside of class for each hour of structured lab time.

ATTENDANCE:

It is critical to the student's success to attend class every day. If a student's overall attendance drops below 80 percent, he or she will be asked to drop the course and restart.

TESTING:

Projects will be given covering the different topics.

GRADING POLICIES:

The following grading policies will apply:

Each assignment will be graded. The average of these assignments will be worth 75 percent of the final grade.

The student's attendance and participation percentage will be worth 25 percent of the final grade.

Late Assignment(s): Late assignments will not be accepted.

FINAL GRADE

The final grade will be the result of all work completed. The final letter grade will be calculated as follows:

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
Below 60%	F

**CLASS SCHEDULE AND
ASSIGNMENTS:**

The schedule for this class is included at the end of this syllabus. This is a flexible schedule to allow for the continuous changes in technologies.

**ANTICIPATED LEARNING
OUTCOMES:**

Upon completing this course, the student will demonstrate

1. Demonstrate proficiency using Adobe applications.
2. Demonstrate proficiency using advanced Microsoft Office applications.
3. Practice using basic Web design features, graphics, and layout.
4. Use a variety of advanced cloud applications.
5. Practice using a variety of advanced social media applications.
6. Demonstrate proficiency using a variety of advanced mobile technologies.

MNN220B—Technology Trends in Business B

Please note that no late assignments will be accepted

Week	Topics	Assignments
1	Adobe and Microsoft Applications	Article/video weekly presentation Participate in group activities
2	Advanced Cloud Applications	Article/video weekly presentation Participate in group activities
3	Web Design, Graphics, and Layout	Article/video weekly presentation Participate in group activities
4	Advanced Mobile Technologies	Article/video weekly presentation Participate in group activities
5	Advanced Social Media Applications	Article/video weekly presentation Participate in group activities
6	Projects	Final Presentations

The instructor may adjust the schedule to meet the course objectives.