PREREQUISITES:
None

COURSE OVERVIEW:
A historical overview of the development of various technologies and their influence on western civilization leads to the consideration of the nature of technology and its many societal functions including its impact on organizations. Consideration also is given to addressing a technology-induced problem in the workplace.

METHODS OF COURSE INSTRUCTION:
All material for this course is print-based. Instructor and students communicate and exchange materials through postal mail.

E-PRINT OPTION:
In this course, an option exists to use email to submit your lesson assignments. Your assignment will be returned to you either as an email attachment or as a hard copy sent through the postal mail, depending on the preferences of the instructor and/or program.

TEXTBOOKS AND SUPPLIES:


NUMBER OF LESSONS:
The course has six lessons, including one midterm examination and one final project. These lessons include:
- Lesson 1: Historical Impact of The Four
- Lesson 2: Advocating for the Fifth Horseman
- Lesson 3: Press Releases for Mistakes
- Lesson 4: Reflection on Texts
- Lesson 5: Review Lifetime Technology Changes
- Lesson 6: Technology's Impact on Culture Graphic
TYPES OF WRITING ASSIGNMENTS:

Specific instructions are given in each lesson. You can submit your assignments by mail, email, or fax. To do the writing assignments well, you need first to complete the reading assignments and have a good understanding of all new concepts, definitions, etc.

Handwritten assignments are acceptable for most assignments, but the preferred method is a typed assignment double-spaced using 12-point font and one-inch margins. As with all collegiate and professional writing, good grammar and use of standard written English are essential.

Additionally, many of the lessons have grading rubrics associated with them. Please consult the appendix and review the rubric prior to beginning the lesson.

GRADING CRITERIA:

Your final grade will be determined by your grades on the submitted assignments as follows. The course has no supervised examinations.

The assignments and their point values are:

<table>
<thead>
<tr>
<th>Lesson</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lesson 1: Historical Impact of the Four</td>
<td>200</td>
</tr>
<tr>
<td>Lesson 2: Advocating for the Fifth Horseman</td>
<td>100</td>
</tr>
<tr>
<td>Lesson 3: Press Releases for Mistakes</td>
<td>200</td>
</tr>
<tr>
<td>Lesson 4: Reflection on Texts</td>
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<td>200</td>
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<td>Lesson 6: Technology's Impact on Culture Graphic</td>
<td>100</td>
</tr>
</tbody>
</table>

Total: 1,000 Points