
Welcome to CAO A 250: Advanced Word Processing using Microsoft Word 2010

Mandatory On-Campus Orientation: Saturday, January 21, 2012, 10:30 a.m. to 12:00 p.m. in Room 3412 (SLO)

Welcome to distance education at Cuesta College and Advanced Word Processing using Microsoft Word 2010. My name is Amity Perry and I will be your instructor for this course. This letter is to inform you of some important details prior to the start of this Spring 2012 class.

Course Overview

This course introduces the advanced operations of word processing using Word 2010. Students will learn how to create internal business documents, business letterheads, calendars, promotional documents and more. Transfer: CSU

Please be prepared to spend **8 - 12 hours per week** on coursework for this class. Are you wondering how successful you may be at a distance education course? Take the Self-Assessment Survey at <http://library.cuesta.edu/distance/survey.htm>

This course is taught using Moodle. This is a Web-based tool used to facilitate teaching an online class. This platform provides the framework for the CAO A250 class including PowerPoint presentations, student data files, the tools to receive and send course materials, and a grade book. Using the Message block, you can communicate with others students, and you can share materials and ideas with other course participants via the discussion forum.

Class Requirements

You must have REGULAR ACCESS to Word 2010. The Open Computer Labs on the SLO and NC campuses will have Word 2010. The Word 2010 user interface is **completely** different from Word 2003. You will have an extremely difficult time completing the assignments using Word 2003 or any earlier version.

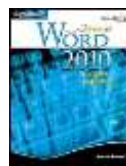
You will also need to have access to an e-mail account and the World Wide Web. Please purchase your textbook prior to the first day of class. The textbook is available in the college bookstore <http://bookstore.cuesta.edu/> and is required. I have listed the textbook details below.

Advanced Microsoft Word 2010: Desktop Publishing

ISBN: 978-0-76383-890-4

Author: Joanne Arford

Publisher: Paradigm (<http://paradigm.emcpublishingllc.com/signature-series-advanced-microsoft-word-2010-desktop-publishing.html>) eBook Edition available at this website



It is essential that you understand the basic concepts of email, web navigation and online communication to succeed in this course. Please visit Cuesta College's Distance Education website at <http://library.cuesta.edu/distance/index.htm> for FAQs, online resources, and information on "how to survive an online course".

Class Meeting - MANDATORY

A **mandatory** on-campus orientation for this class is scheduled for Saturday, January 21, 2012 from 10:30 a.m. to 12:00 p.m. at the SLO Campus in Room 3412. You **must attend** this meeting in order to retain your seat in the online course.

The above class meeting is mandatory.

Computer Requirements

The following are required for this class:

- **Web Browser:** Microsoft Explorer 6.0 or higher.
- **Computer Specs:** Intel Pentium III/500 MHz processor speed or better and a minimum of 512 MB of system RAM (memory) running Windows XP or better. Speakers, Sound Card, Reliable DSL or Cable (not dial-up modem) Internet Connection.
- **Software: Microsoft Word 2010**
Microsoft Windows and Microsoft Word (or the entire Office 2010 Professional Suite) may be purchased at a discount through www.ultimatesteal.com, www.journeyed.com, or <http://collegesoftware.org/>.

First Week Assignment & Accessing Moodle

Your first assignment is to log into the class at Moodle <http://moodle.cuesta.edu> sometime during the first week of the semester, before the mandatory class meeting on Saturday, January 21.

- Your login ID is the same as your my.Cuesta login. It is: `firstname_lastname`.
- Your initial password, which you will have to change the first time you login, is **Changeme1**. Passwords are case sensitive so you must cap the "C". Your new password must have at least 6 characters, at least 1 digit, and at least 1 upper case letter.
- Please do not forget your new password.

You will NOT be able to access Moodle until the Friday before the semester begins. Once you locate the site, please bookmark it or add it to your favorites for future reference.

Please confirm that the information you provided to Cuesta College when you registered is current, especially your phone number, address and an up-to-date email address. If Cuesta College does not have your current email address, you will not receive any of the emails sent out regarding CAO250.

School Policy: Each student is required to follow all school guidelines and comply with all school deadlines including **personal responsibility for adding and/or dropping this class**. Each student is responsible for obtaining updates or changes to the syllabus and/or assignments for the course.

If you have any further questions prior to the first day of class, please feel free to email me at amity_perryboada@cuesta.edu. Otherwise, I look forward to meeting you on January 21, 2012 at 10:30 a.m., Room 3412 (SLO).

Thank you,
Amity Perry