

Welcome to Word Processing —CAOA 246

Spring 2012

CRN# 31839



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Dept: Business Education Division

This letter contains important information—please read carefully!

Class for Spring 2012 semester

- **CAOA 246, CRN# 31839—Word Processing Microsoft Word 2010 begins: January 16, 2012 and ends May 18, 2012. There is a mandatory class meeting on: Wednesday, January 18, 2012 from 7:00 pm – 8:30 pm at the San Luis Obispo campus in Room 3412.**

My name is Sue Scholl. I will be your instructor of record for this online class— Word Processing – Microsoft Word 2010. You will be contacted prior to the start of this class (Spring 2012 semester), at which time **I will submit to you more information about accessing the Blackboard web site.**

This course is being taught using Blackboard, a web-based tool to facilitate teaching online classes. For more information about Blackboard, and to access the user's guide, see the following site: <http://blackboard.cuesta.edu//>

Student Requirements:

- Be a dedicated and consistent learner;
- Check your email for class announcements a minimum of 3 times/week;
- Be self-motivated with the ability to engage with this class on a regular basis;
- Approximately a minimum of **six to eight hours per week** of computer time is recommended for successful completion of course requirements.
- Post weekly responses on the Discussion Board in Blackboard;
- Log in and activate your account within one week after the start of the program – students who fail to do so will be dropped;
- Be knowledgeable of computers, saving files, attaching files, and browsing on the Internet.

- Be prepared to work diligently and consistently.

Class Requirements:

You will need the following:

- A **Cuesta College email address** upon registration for this course.
- Software: Microsoft Word 2010 (Word 2010 is included in Office 2010 and can be purchased separately).
- Important information: Word 2010 is new software, and must be installed on your computer before you start this class.
- **Textbook**—Microsoft Word, Benchmark Series: Microsoft Word 2010 Levels 1 and 2 (ISBN# 978-0-76384-299-4) by Nita Rutkosky; published by Paradigm.
Keep your receipt when you buy any textbooks.

This textbook is **required** and can be purchased online at the Cuesta College bookstore <http://bookstore.cuesta.edu/>

(Optional) Textbook Purchasing--Electronic versions of textbooks, rental textbooks, and used textbooks may be found at the following sites:

www.cheapbooks.com
www.ichapters.com
www.chegg.com
www.coursesmart.com
www.amazon.com.

- **Software**—Microsoft Word 2010 or Office 2010 must be installed on your computer. *(Using 2003 version will not work at all. Using 2007 software may present problems as some features and options have changed for 2010 and the textbook is geared for 2010 software. Furthermore, using an Apple (Mac) computer will also pose problems as the textbook is geared towards using a PC).*

Computer Requirements:

Minimum Requirements:

- Windows XP or higher
- Pentium III or better with at least 256 MB of RAM, 1 GB of free disk space
- Microsoft Office 2010 (including Word, Excel, Access)
- Adobe Acrobat Reader
- Internet Explorer 4.0 or Netscape 4.0—JavaScript and Cookies must be enabled
- A Cuesta College email account
- A reliable Internet connection
- Adobe Acrobat Viewer must be loaded on your computer. See <http://www.adobe.com/products/acrobat/readstep.html>

- Enable Activate Active X controls and plug-ins
(http://www.emcp.com/product_catalog/resourcefile.php?ID=52)

Netscape or the Internet Explorer Web browser can be downloaded to your computer. There are no charges for these downloads.

Hotmail Users: Your mailbox may not be set to accept “group” emails. In order to be successful in an online course, you must have reliable and available technology for email communications. Hotmail does not always fulfill this requirement. Yahoo and G-mail are free email providers and work well with online learning.

If you are using a web access email account or an account with high spam settings, it is likely that you might not receive some initial emails that detail important class information.

Add my name and email address to your contact list to ensure that my emails are not blocked and you are able to continue in the class without missed deadlines or being dropped.

Assignments & Tests:

The assignment sheet posted on the Blackboard website will have due dates. All assignments are due no later than 11:30 p.m. on the due date which generally falls on a Wednesday. It is strongly suggested that all assignments are completed several days in advance before the due date.

Late assignments will be accepted only one week after the due date and will be penalized 20% of total points possible. After the one week late date, assignments will not be accepted. Assignments will not be accepted after a Unit test or the final exam.

All tests will be submitted on the date posted. Tests will generally be due on Sundays at 11:30 p.m. Make-up tests are not allowed. To avoid scheduling problems, it is suggested that you mark your calendar for all assignment due dates, tests, and the date of the final at the beginning of the semester. **Please communicate with me if you are having problems meeting deadlines; don't just disappear.**

I will email you, (via your Cuesta email) the first week of school (prior to the orientation date), an assignment to complete and send back to me.

The course syllabus and assignment sheet will detail the schedule for all homework assignments and tests. This will be available when you access the Blackboard site on or before the beginning of the **Spring 2012** semester.

Office Hours:

I am available by appointment. Email is the best way to get in touch with me. If you have any questions prior to the first day of class, please feel free to contact me via e-mail. I look forward to meeting and working with you.

Print this letter for future reference.

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