

LIBT 115 – Technology in the Workplace

Welcome Letter

Dear Student,

Welcome to distance education at Cuesta College! My name is David Brown, and I will be your instructor for the upcoming online version of Technology in the Workplace. (LIBT 115, CRN# 30665). This letter is to inform you of some important details prior to starting the **Spring 2012** online class. Please read this page carefully!!

Course Overview

This course offers a practical look at proper approaches and techniques used to understand, utilize and troubleshoot workplace technology-- particularly computer and multimedia technology.

Class requirements

Each student should have a working e-mail account and access to the World Wide Web.

Each student should also have basic computer experience including, using email and a web browser.

Web Browser: For Macintosh, Safari FireFox, for FireFox version 3.0 is recommended. For Windows, Microsoft Internet Explorer 4.0 or above is required. For Internet Explorer, version 6 or 7 is recommended.

Computer Specs: Macintosh or Windows (Pentium) computer with at least 4x CD-ROM, and a 200 Mhz processor speed. Also, you should have a minimum of 64 Mb of system RAM (memory).

Word Processing program: A recent version of Microsoft Word or other word processing software is required for composing your assignments and **saving them as Rich Text Format (RTF)**; you will then need to upload the assignments to the Assignment Area in Blackboard CE6. (WordPerfect, Claris Works or other non-standard programs are not recommended.)

Flash plug-in: Adobe Flash plug-in is a free download needed only if you are running an older browser, IE 4 and earlier for example. The Flash player is included in all current web browsers (IE 6 and 7, FireFox 1 through 3 and Safari). If you do not already have this plug-in, you can download it at:

http://www.adobe.com/shockwave/download/index.cgi?P1_Prod_Version=ShockwaveFlash&P2_Platform=Win32&P3_Browser_Version=MSIE

Adobe Acrobat Reader plug-in: This is a free plug-in that enables you to read certain course readings. If you do not already have this plug-in, you can download it at:

<http://www.adobe.com/products/acrobat/readstep2.html>.

Operating System: Mac Users: Macintosh with OS 10.3, OS 10.5 is recommended. PC Users: Windows XP or Window 7 is recommended.

Technical Support & 24/7 Help

Cuesta is participating in a new pilot 24/7 Help Desk for technical issues related to Distance Education. You may contact the help desk for assistance in the following ways:

<http://d2.parature.com/ics/support/default.asp?deptID=4186>

1-866-847-3251

This one that takes you the DE help area in Cuesta:

<http://library.cuesta.edu/distance/techspt.htm>

It is the goal of Cuesta College to see that all students succeed no matter what type of learner one may be; traditional or distance-learner.

Civility in the Online Environment

Offering our courses online is a new experience for all of us. While online courses can be a convenient, exciting learning experience, distance education is not for everyone. Please note that just as with a traditional in-person classroom, all online students are bound by the [Cuesta College Student Code of Conduct](#) in terms of exhibiting civil behavior in the online classroom and in all course e-mail to the instructor, to fellow students, and to guest speakers. One additional norm is that a student, in an online class, should not expect to monopolize the time of the instructor or of their fellow classmates any more than they would in an actual classroom. Students should feel free to contact the instructor or fellow students to seek answers to legitimate, class-related questions. However, care should be given to insure that the recipients of the question do not have reason to feel "pecked to death" by e-mail. Students not compliant with this conduct code will be referred to the Vice President of Student Services for disciplinary action, which may include expulsion from the course.

Disabled Students

Any student with a verifiable disability will need to let the instructor know as soon as possible so that appropriate accommodation can be made. Authorized accommodations and alternative media will be provided as appropriate.

First week instructions: I will send an email to all registered students at least one week prior to the start of class. I will use the email address listed in myCuesta system - please log in now to be sure your information is correct.

Please print this page for future reference.

You will be able to access the class Saturday January 14, 2012.

This class does not begin until January 17, 2012