Introduction to Computer Applications
CIS 210 Fall 2010

Dear Student,

Welcome to distance education at Cuesta College. My name is Michele McAustin and I will be your instructor for the online version of CIS 210 – Introduction to Computer Applications. This letter is to inform you of some of the important details prior to the commencement of this class. Please read this letter carefully.

Instructor: Michele McAustin
Email: mmcausti@cuesta.edu Monday through Friday
Office: SLO Campus, Room 4320, Business Education Building
Telephone: (805) 546-3100, ext. 2698 Monday through Friday
Office Hours: Listed on current syllabus

CIS 210 is an introductory course in computer applications. This course will utilize Microsoft Office 2007 using the XP Operating System. After successful completion of this course, students will be able to create, edit and format: word-processing documents in Word, spreadsheet documents in Excel, and database files in Access; integrate graphics into a Word document; link an Excel worksheet to a Word document; query an Access database file and merge an Access database to a Word document. This course is a transfer course to the CSU. Please be prepared to spend **8 - 12 hours per week** on coursework for this class.

1. Is Online Instruction for YOU?

Cuesta College has a strong desire for all students to be successful in their educational endeavors. In an effort to assist the online student, Cuesta College's Distance Education home page provides a solid overview to distance education and resources to assist the online student http://library.cuesta.edu/distance/index.htm. I recommend that you take the "*Self Assessment Survey*" http://library.cuesta.edu/distance/resource.htm and then read "*How to survive in an online course*". (If that survey does NOT describe you, then taking this class online is NOT for you and I strongly suggest that you drop the online class and enroll in the traditional classroom section.

Online Communication: Most of our communication for the online class will be through the written word. Please use the same respect and courtesy you would when speaking to a classmate or instructor in a face to face class. You may notice that the written word sometimes comes across harsher and you may be at a loss as to how to communicate a point. A term which may be new to you are **Netiquette** which refers to Inter**net etiquette** please visit http://www.albion.com/netiquette/corerules.html for further explanation.

2. Mandatory Orientation Meeting: In order to retain your seat in the online course you must complete either option 1 or option2. On the Friday prior to classes starting, you will be sent through your MyCuesta email account a three part orientation assignment which includes: logging into Blackboard, sending an email in Blackboard, posting to a discussion board and downloading and uploading files within Blackboard.

OPTION 1: If you complete **ALL** three parts of the orientation assignment prior to your required orientation meeting you do NOT need to attend the orientation meeting.

OPTION 2: Attend orientation meeting for CIS 210 held on the SLO campus as follows:
CRN# - 70652 meets Thursday, August 19, 2010 from 4:30 – 6:00 in room 3413
CRN# - 71474 meets Wednesday, August 18, 2010 from 4:00 – 5:30 in room 3413

3. Class and Computer Requirements:

This course is taught using **Blackboard**. This is a Web-based tool used to facilitate teaching an online class. This platform provides the framework for the CIS 210 class including PowerPoint presentations, student data files, the tools to receive and send course materials, and a grade book. Using the communication tools, you can communicate using e-mail, and you can share materials and ideas with other course participants via the discussion board or in chat rooms.

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You will need the following:

- Access to a computer**: Intel Pentium III/500 MHz processor or better with 256 megabytes of RAM running Windows XP or better**.
- Reliable **DSL or Cable** (not dial-up modem) Internet Connection
- An **e-mail** address upon registration for this course. **Attention 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 communication. Hotmail does not always fulfill the requirement
- **Software: Microsoft Word Office Professional 2007 (Word, Excel, Access and PowerPoint)** you may purchase the software at a discount through http://collegesoftware.org . You may also check out the "Ultimate Steal Promotion" through Microsoft at www.theultimatesteal.com .
- **Sound Card, speakers or headset**.
- Textbook-
  Microsoft Office 2007: Introductory Concepts by Shelly Cashman Vermaat
  ISBN: **1-4283-2648-0**
  This textbook is required for the first day of class and, can be purchased online at the Cuesta College bookstore http://bookstore.cuesta.edu/ or from any other textbook seller. Please acquire your textbook early as to avoid missing the first assignments.

It is **essential** that you understand the basic concepts of email; web navigation; computer security including firewalls, cookies, trusted sites; and online communication to succeed in this course.

4. First Assignment:

Please check your MyCuesta email account the Friday before the semester begins. Most of you should have received a MyCuesta email address. If you have not, please contact Admissions and Records. Your **Orientation assignment** will be emailed to your MyCuesta email address. If you attend the **on-campus orientation please bring your textbook with you.**

The course syllabus contains the schedule for all homework, group project, and test dates. The syllabus will be available on the Blackboard site at the beginning of the semester.

If you have any further questions prior to the first day of class, please feel free to email me at **mmcausti@cuesta.edu**

Again Welcome

Michele McAustin