



Introduction to Computer Applications CIS 210 (using Office 2010)

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 click the link below to watch the Welcome video** and read this letter carefully.

<http://www.screencast.com/t/8x4YBIntfR>

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

Orientation Meeting: On the Friday prior to classes starting, **January 13, 2012**, you will receive an email to your my.Cuesta.edu addressing outlining which learning management system (LMS) Blackboard or Moodle will be used to deliver course content.

This email contains the 3 part orientation assignment which will include:

1. logging into the LMS
2. Sending an email in
3. Posting to a discussion forum
4. Downloading and Uploading files

OPTION 1: If you complete **ALL** three parts of the orientation assignment prior to the 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# - 30868 meets Tuesday, January 17, 2012 from 3:00 – 4:00 in room 3412
CRN# - 30869 meets Tuesday, January 17, 2012 from 4:00 – 5:00 in room 3412

You need to either complete the orientation assignment by Tuesday, January 17, 2012 at noon **OR** attend an orientation meeting in order to retain your seat **in this online course**.

Course Overview: CIS 210 is an introductory course in computer applications. This course will utilize Microsoft Office 2010 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.

Textbook: [Microsoft Office 2010: Introductory, 1st Edition](#), ISBN: 13-978-1-4390-7838-9

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 purchase your textbook early in an effort not to miss the first assignments.

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 a 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 is **Netiquette** which refers to **Internet etiquette** please visit <http://www.albion.com/netiquette/corerules.html> for further explanation.

2. Class and Computer Requirements:

This online course will be using a Web-based Learning Management System Moodle or Blackboard as the method to disseminate information. Both platforms provide 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, forums and/or chat rooms.

Please click the link below to watch the Word Demo Video

<http://www.screencast.com/t/ZJpKD5xFJvw>

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 Office Professional 2010 (Word, Excel, Access and PowerPoint)** you may purchase the software at a discount through <http://collegesoftware.org>. Microsoft also offers a discount purchase through the "Ultimate Steal Promotion" www.theultimatesteal.com.
- **Sound Card, speakers or headset.**

3. First Assignment:

Please check your my.cuesta.edu email account the Friday before the semester begins for the **Orientation assignment**. Most of you should have received a my.cuesta.edu email address. If you have not, please contact Admissions and Records. If you attend the **on-campus orientation please bring your textbook with you**. The course syllabus will be available in the LMS site at the beginning of the semester and contains a schedule for all homework, group project, and test dates.

If you have any further questions prior to the first day of class, please feel free to email me at mmcausti@cuesta.edu or call me at 805-546-3100 ext. 2698. Thank you Michele McAustin