

## **Libt 212 - Research Skills for the Information Age – CRN 30631- Spring 2012**

Dear Student,

Welcome to distance education at Cuesta College and the online course, LIBT 212 – Research Skills for the Information Age taught by Sandra Rowland. This letter is to inform you of some important details prior to the commencement of this online class. Please read this letter carefully!

**LIBT 212 CRN Fall 2011 -This class DOES NOT begin until March 19, 2012**

### **Important Note:**

The instructor will send an e-mail to your myCuesta e-mail account with instructions for logging into Blackboard approximately one week prior to the beginning of class.

**Note:** All students receive a myCuesta e-mail that can be accessed through the myCuesta Portal ([my.cuesta.edu](http://my.cuesta.edu)). If you do not want to use this e-mail, you can login to myCuesta and set this e-mail to be forwarded to any e-mail of your choice.

### **Class Requirements**

The textbook we will be using for LIBT 212 (Research Skills for the Information Age) class is: Bolner, Myrtle and Gayle Poirier. *The Research Process: Books & Beyond*. 4th ed. Iowa: Kendall/Hunt, 2007.

### **Computer Requirements**

- Current Web Browser: Safari, Firefox, or Internet Explorer (Mac or Windows).
- Computer Specs: Power Macintosh or Windows (Pentium) computer with at least a 200 Mhz processor speed and a minimum of 64 MB of system RAM (memory).
- Adobe Acrobat Reader plugin. This is a free plugin that enables you to read the course readings. If you do not already have this plugin, you can download it at:

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

· Basic computer experience.

### **Introduction to Distance Education**

If this is the first online course that you have taken, and you feel that you may not have the necessary computer skills to succeed, you might consider taking DIST 101. DIST 101 is a half-unit, three week course that will introduce you to some of the basic technologies that are used in online courses. If you have questions prior to the beginning of class, please e-mail the instructor at [Sandra\\_rowland@cuesta.edu](mailto:Sandra_rowland@cuesta.edu).

Sincerely,

Sandra Rowland, Instructor