

CIT 140 Online Spring 2012 Orientation

Survey of Microsoft Office Programs

Greetings!

Welcome to a new and exciting way of taking a college class. For many of you this will be your first time taking an online class. I will work very hard to make this a rewarding and successful class for you.

I am Melanie Lipman, and I will be your guide for this learning experience called distance learning. I come to College of the Canyons with many years of teaching experience. I have taught in several community colleges such as Los Angeles Pierce College, Los Angeles Mission College, Los Angeles Valley College, and East Los Angeles College. I look forward to getting to know each and every one of you throughout the semester.

ONLINE COURSE INFORMATION:

This course will be conducted entirely online and will begin on Monday February 6, 2012. The course will not be available until this date, so please wait until then to try to log in. This course is considered 100% online, which means that all work will be done online and there are no face-to-face classroom meetings.

Please read the entire orientation letter on the pages below before proceeding with the course. These pages will provide you with important information about required materials and required technology. Understanding more about how this particular online course is designed and of its requirements will help you get off to a strong start.

Blackboard Information:

All students are issued a Blackboard account once enrollment fees for the class are paid. Accounts are created automatically by computer and take one-to-three business days after fees have been recorded. If you do not pay your fees or register by the first class meeting, you will not have been issued a Blackboard username and password and will be unable to access the class until such issues have been resolved.

All aspects of the course are administered entirely online. Attendance on campus is not required. The course Syllabus and other important information are available in Blackboard.

Blackboard Login

Each student will be issued a username and universal password. Once a student logs into Blackboard, the password can and should be changed. It is advised that you change your password as soon as possible. Write your password down and store it in a safe place.

WARNING: Passwords and usernames are case sensitive and must be entered EXACTLY as created!

Your username is comprised of your seven digit Datatel student ID (not your social security number) located on your registration receipt.

The initial password for everyone is **student** (lower case)

Here are some examples:

NAME	DATATEL ID	USERNAME	PASSWORD
Bill Gates	1044871	1044871	student
Mickey Mouse	2176235	2176235	student

- Students must log on to Blackboard during the first day of class and post to the Discussion Board Attendance Forum that they are present or they will be automatically dropped by the system.
- There will be a one-to-three business day delay after late enrollment before a student may be able to log on to Blackboard. If you have enrolled late into this course you must email prof.melanie.lipman@canyons.edu for me to hold your place.
- Once at the Blackboard site, login and read the online Blackboard manual, which is accessible through the TOOLS menu or by clicking on HELP, and change your password and your personal information.
- **IMPORTANT:** Enter your correct e-mail address into your personal information profile as soon as possible. Only you can change your e-mail address. If you do not do this, you will not receive any e-mails.
- Students should log in to Blackboard at least **once per day** to check for new announcements. You are responsible for all information disseminated through Blackboard.

First Login:

If you've used Blackboard at **COC** during the previous semester, Fall 2011, your former username and password **will** be valid. **If you have not then you must login using the format stated above.**

Blackboard uses a username and password authentication model. If for some reason you forget your password, the only way to gain access to your account is to have your password reset. The reset process can take between 24 and 48 hours to complete. To avoid the need to use this process, Blackboard provides a method of emailing your account information (username and password) to your email address. By default, Blackboard does not know your email address and, therefore, you should provide this information as soon as possible.

In order to change your email address in Blackboard, use the following steps:

1. Click "Personal Information" in the "Tools" section on the left side of the screen
2. Click "Edit Personal Information"
3. Change the "E-mail" field to reflect your current, existing email address.
4. Click the "Submit" button at the bottom of the page.
5. Click the "OK" button.
6. Click the "OK" button on the "Personal Information" screen

Blackboard URL: <http://bb8.canyons.edu>

In Order to Take this Class You Must Have:

- Access to a computer
- Windows XP or higher
- Access to the Internet
- Access to a browser such as Internet Explorer or Netscape, versions 6 or higher
- An email address
- Know how to send attachments with your email

Software Requirements:

1. Windows XP with Service Pack 2 or higher.
2. This class requires the student to have the [Microsoft Office 2010 Suite \(Word, Excel, Access, and PowerPoint\)](#).
3. Microsoft Internet Explorer 7.0 browser or higher.
4. E-mail software or a Web-based e-mail account that is capable of handling file attachments.
5. [Acrobat Adobe Reader 8.0 or higher](#) (free download from www.adobe.com)
6. IZARC, Winzip (free download from www.download.com or other software repository) or an equivalent archive and file extracting utility.
7. **Note:** Windows XP, Vista, and Windows 7 have a built-in archiving utility.

Textbook:

Microsoft Office 2010: Brief Concepts and Techniques, 1st Edition

Gary B. Shelly; Misty E. Vermaat (ISBN: 1133303528)

Note: This ISBN includes both the textbook and SAM 2010 Code.

ISBN for textbook alone: 1439078424

ISBN for SAM Code alone: 978-1-111-66737-5

Bundle may be purchased from campus bookstore or on the CengageBrain website below.

<http://www.cengagebrain.com/micro/ccanyonscit140>

Some Tips That Will Help You Successfully Complete this Class:

- Set aside regularly scheduled study times
- Set deadlines for yourself and adhere to them
- Use the suggested timetable to complete your assignments
- Know how to use a word processing program
- Be able to work independently
- Be highly motivated

Contact Email:

- My Email: prof.melanie.lipman@canyons.edu
- Correct e-mail protocol is very important. Make sure to review the **Email Instructions** at the bottom of this document for proper e-mail protocol.

Email Responses:

E-mail messages will not necessarily be responded to immediately. It could be up to 48 hours before you receive a response, if one is needed, excluding Friday, Saturday, and Sunday. We review and respond to e-mails and phone messages during our working hours which are: Monday through Thursday from 10:30 a.m. to 3:40 p.m.

Blackboard Web Site:

<http://bb8.canyons.edu/>

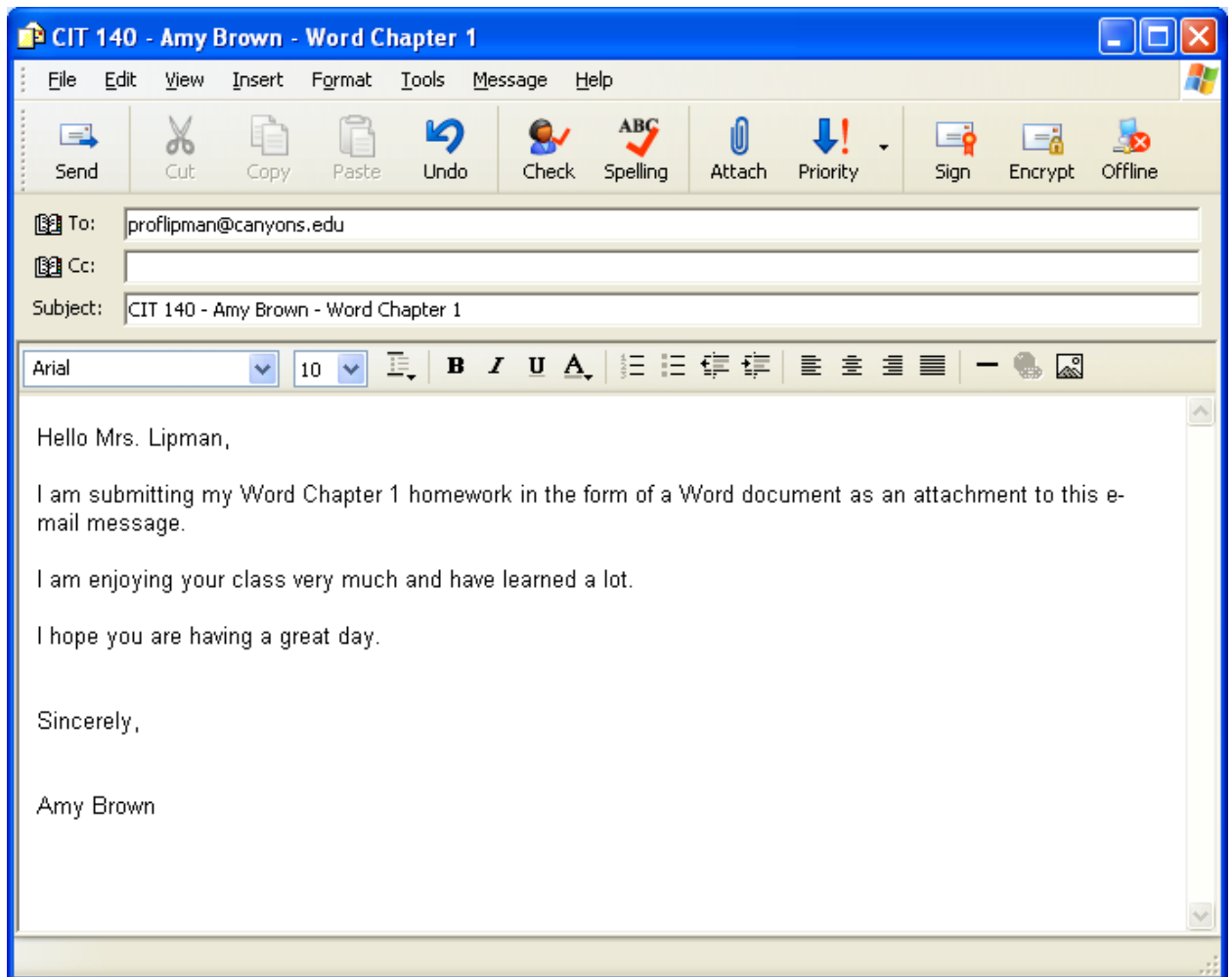
E-mail Instructions:

I use filters to route the e-mail messages I receive into folders. These folders are arranged according to the course number. So, if the e-mail messages that you submit to me aren't properly identified in the Subject line they will not be routed to the correct location.

To ensure that your e-mails are routed correctly, follow these instructions:

1. In the subject line of an e-mail, enter your course number (using capital letters), followed by a space, hyphen and another space; then your full name, followed by a space, hyphen and another space; and the subject of your message (see below).

For example: CIT 140 Online – Amy Brown – Word Chapter 1



2. In the body of your e-mail be sure to again include your full name and any questions, problems or comments you may have (see above).
3. If you are sending an attachment, make sure to include a message, which references that attachment, in the body of the e-mail (also, see above).
4. When submitting a homework assignment or lengthy letter, etc., first type them in a Word or text document, which will be attached to your e-mail.

- Use the same procedure outlined in step 1 (above) to name your file attachment. This will be the easiest method for you to remember, since it is consistent, and it will help ensure that your file will not get lost.

Again, in this case: **CIT 140 Online – Amy Brown – Word Chapter 1**

Tips for Success in Distance Learning:

Distance Learning meets the needs of students who cannot or do not wish to attend regularly scheduled classes. Students who consider taking this course should be self-disciplined, highly motivated, work well at their own pace, have good basic computer skills, have good study habits, and be able to read and follow directions.

Furthermore, this course is designed for those students who can work independently. Successful completion of this course results in the same transcript entries as regularly scheduled campus courses.

I look forward to meeting you online, and I hope you find the course an enjoyable and worthwhile experience.

Sincerely,

Melanie Lipman, Professor
Computer Information Technology Department