Dear Student:
I am James Jenkins, aka “Kevin,” instructor of graphic design at College of the Canyons, and your instructor for this online course. This course will introduce you to the history of graphic design and how it relates to the history of technology, American/European history, and the history of art.

Many students register for distance-learning courses believing that it will require less time, in reality, many distance-learning courses are more of a time commitment than a traditional lecture course. Though you will spend less time in the classroom the art of discovering information, and the responsibility of scheduling learning into your busy lives, can be a challenge.

There are several things you should be aware of before we begin:
1. There are NO face-to-face meetings for this course – it is completely online. It is ESSENTIAL that you read through ALL course materials located on the course website. The course website will be available beginning the first day of class (please see the schedule of classes for specific date).

2. Course Website: http://bb.canyons.edu/ (note there is NO “www”) Your login is your 7-digit COC Student ID number For example COC Student ID # 1234567, would login 1234567 Password is “student” For assistance with the Blackboard site: http://www.canyons.edu/Offices/Distance_Learning/ or call 661.362.3344 or direct your question via e-mail to bbsupport@canyons.edu
The course website will NOT be available until the first day of class.

3. The first step after your login should include resetting your password and entering your email address. Both of these steps can be completed under the “Tools” menu and then click “Personal Information”.

4. You should be computer literate, with at least basic knowledge of Internet navigation and email procedures. The college can only provide minimal technological support.

5. The course will require approximately 10-12 hours of time per week and your daily presence on the class discussion board is required.

6. This is a short-term fast-paced course.

This course is divided in to five (5) Learning Units. Each Learning Unit is approximately one to 2 weeks in length. Generally, for each Learning Unit you can expect to complete the following coursework:

• Review three to four (3-4) PowerPoint lectures online.
• Answer review questions online.
• Participate in one (1) online discussion regarding topics from each chapter.
• Take an online Unit Exam covering three to four (3-4) chapters. There are a total of five (5) Unit Exams for this Course and one comprehensive final exam.

If you have any questions that cannot wait until the orientation, please do not hesitate to email me.

See you soon.
Sincerely,
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323.825.1709 mobile