

Welcome Message

TITLE SLIDE

Hello! Welcome to CIS 110: Introduction to Computers or CIS 111: Basic PC Literacy.

WHAT YOU WILL LEARN

In this course you will learn about:

- Blackboard, which is the course management system
- how to compose and send email using TrailMail
- Word processing, spreadsheet, and presentation basics AND database basics if in CIS 110
- Navigating the Windows operating system
- Searching the internet for information
- Capturing screenshots
- Please check the COURSE COMPETENCIES section of the syllabus for your specific course for a detailed list of course objectives

GENERAL INFORMATION

Now, we just want to cover some general information. Most of this is found in the syllabus. Read the syllabus carefully. If you haven't already, you will complete a syllabus quiz that will count as a test grade.

Check the Course Information button in Blackboard for the week beginning and ending dates. This information should also be available in the syllabus. Many instructors do NOT accept late work. Please check the syllabus for your instructor's specific requirements. Do NOT wait until last minute to work on assignments; submit them early. Turn assignments in early to avoid excess stress. As one of my college professors stated: "Poor planning on your part does not constitute an emergency on mine."

Purchase a reputable brand flash drive. My favorite brands include: Sandisk, PNY, Kingston, & Memorex. I highly recommend that you purchase two flash drives and use the 2nd one for backing up files. Back up files weekly at a minimum. If you are working on a time consuming assignment, back it up each time you stop working on it. Taking a few seconds to copy the file to the backup drive is a lot quicker than redoing multiple hours of work due to a drive failure. Flash drives can fail; it recently happened to me, but my data loss was minimal because I had a current backup on another flash drive. I've seen students lose weeks or even months of work because of a lost or destroyed drive or a drive failure; please don't become a victim of drive failure.

Check your MCC TrailMail email at least 3 times per week. I recommend that you check it daily because it's the primary communication medium in many online courses. I strive to respond to your questions and concerns quickly, and I expect that same courtesy when I email you.

GENERAL INFORMATION (CONTINUED)

Log in to Blackboard frequently. You need to frequently read announcements under the Home Page and assignment details under the Assignments button. Submit ALL weekly assignments to be counted present. If you fail to submit assignments, you will receive an absence for the week. After missing 20% of the class sessions, you will be withdrawn from the course. Please do not let this happen to you; it will cause you to receive an F on your

transcript and will ruin your GPA. Check the Technical Help discussion forum under the Course Information button when you log in as part of your participation in the course. If there are questions there that you know the answers to, feel free to respond.

Anytime you communicate in this class, please write in a professional manner. You don't have to use complex vocabulary, but you do need to pay attention to capitalization, punctuation, spelling, grammar, and usage. Do not use slang, and do not use text messaging abbreviations. Notice the issues with the INCORRECT example: one contiguous sentence (run-on sentence) with no capitalization or punctuation, spelling errors, awkward wording. You will be expected to write properly on the job, so practice it now in your courses. It may not seem fair, but people will judge you if you have poor writing skills.

GENERAL INFORMATION (CONTINUED)

Check the syllabus for your instructor's policy on response times. It is best to look through the course materials early in the week. Go ahead and submit your questions during the standard school/work week to minimize delays in response time. We as instructors need down time just like you guys do, and some instructors don't log in to email or Blackboard on the weekends.

Check the syllabus for your instructor's policy on returning assignments. If you submit assignments early, they will most likely not be graded until AFTER the due date for that week.

MCC does not tolerate cheating. Please read the Academic Dishonesty Policy in the Student Handbook for complete details. You are not here just to get by or slide through your courses with minimal effort. It doesn't work that way in college; we are here to try to help you prepare for a new career, 4-year university, etc. Ultimately that responsibility lies on YOU though, and you've got to work hard and do your own work to learn the new skills so that you will be prepared for the next step after graduating from MCC. When you cheat, it makes us all look bad--you, the instructor, and the school. Some colleges even log cheating incidents on your transcript, and as competitive as the job market is now, you do NOT want any stains on your transcript. Do the best you can; there's no need to cheat. We have many resources to assist you including helpful instructors and the open CATS lab. Check the syllabus for cheating penalties. I drop students from my courses with an F on their transcript for the FIRST offense. I loathe academic dishonesty, and there's absolutely no place for it in my classroom. Other instructors are more lenient and will give a 0 on the assignment for the first offense.

If you need special accommodations, please contact the Counselor at the beginning of the semester. The contact information is found in the syllabus and in the faculty/staff directory on the MCC website.

Please watch ALL of the videos for this course. Follow the procedures in them to ensure a successful experience in this course. You also need to complete the Distance Education Online Orientation if you have not already done so. It will be in your "My Courses" list in Blackboard and contains a lot of "must know" information for successful online learning. If you do not see the course, contact someone in the CATS Lab.

GOOD LUCK

Again, Welcome to CIS 110 or CIS 111. I wish you the best of luck. If you need assistance, check the COURSE INFORMATION button in Blackboard.