

Welcome to CIS 100, Introduction to Information Technology! I'm Kristin Olin-Sullivan, your instructor for this course. CIS-100 is 100% online. That means you attend classes via the Internet. In the event that you registered for this section by accident, please understand that you will need access to a computer that is connected to the Internet and can have software installed on it. Since this course uses Microsoft Office, you need to have access to this software or the ability to download a trial version from the Internet. You can use almost any version of Microsoft Office to complete your lab assignments. Microsoft Works and WordPerfect are NOT alternatives.

An online course requires a certain level of commitment and self-discipline from you. To succeed you must participate in the course on a regular basis. I recommend you put time aside each week, just as you would if you were attending classes on campus, to enter the course and complete the necessary work. It is very difficult to do well if you get behind. Each Week you will receive reading assignments and related activities to complete. **You will have one week to complete them. At the end of the week new assignments will be given and the old assignments will be closed.**

Because we do not spend time in a traditional classroom there are certain technical requirements for success in this course. It is necessary that you have the following:

- A computer, or access to a computer with Internet access and Microsoft Office installed on it. A computer at your home is preferred, but you could use a computer at work or in one of the open computer labs on campus.
- Microsoft Office. You can use any version of Microsoft Office for your lab assignments, e.g. XP, 2003, 2007. You cannot use Microsoft Works or WordPerfect.
- Internet Access.
- Basic computer skills, such as use of a Web browser and e-mail.

If you're not sure you're ready for the commitment of an online course take the self-test on the Michigan Community College Association Virtual Learning Community (MCCVLC). This will help you determine if your learning style and self-discipline are suited for online learning.

<http://vcampus.mccvlc.org/index.asp?dir='welcome'&content='YouReady.asp'>

To ensure that your computer is ready for online learning try out the MCCVLC Technology Requirements page: <http://vcampus.mccvlc.org/index.asp?dir='welcome'&content='TechReq.asp'>.

The Technology Analysis at the bottom of the page will evaluate your computer to make sure you have the necessary software applications to access the course content. If you do not have the correct version of an application there is a link to a free upgrade page.

Text books: There are two (2) textbooks for this course:

Shelly, Cashman, Vermaat (authors) textbook series which contains two textbooks and is available at the college bookstore (<http://collegestore.hfcc.edu/>). You may also purchase these textbooks at various places online. If you choose to purchase them off-campus make sure you order the correct ISBN numbers. They are listed below.

Discovering Computers 2010, Living in a Digital World - Introductory
ISBN-13: 978-0-324-78646-0

Office 2007, Brief Concepts and Techniques
ISBN-13: 978-1-4188-4325-0 or
ISBN-13: 978-1-4188-4326-7 spiral bound

How your online course works:

You will not be able to enter your online course until the first day of the classes for the semester.

The web address for your online course is: <http://henryford.ucompass.com> You may also access this link through the HFCC home page: <http://www.hfcc.edu>, and clicking the orange Online Courses button.

How to Log In: Your username and password

Log into Ucompass using your WebAdvisor username and the four-digit mmdd of your birth as your password (if your birthday is July 4, your password would be 0704).

If you do not know your WebAdvisor username find it through the HFCC website <http://www.hfcc.edu>. Click the WebAdvisor link under Current Students, then click the link for Students and follow the prompts to display your username.

It is advised that you change your password to something more secure than your birthday. To do so visit this site: <https://my.hfcc.edu/pwm/> Use the Account Activation option to reset your password and establish personal security questions to make password issues more pain-free in the future.

If you need assistance with your password contact the HFCC helpdesk: helpdesk@hfcc.edu, or 313.845.6345.

After you log in:

Each time you enter the course you will see the Announcements page. Review this page regularly for new information.

Each week you will receive a new assignment in the form of a packet in the Course Materials section of your course. This packet will contain instructions for completing weekly assignments. It is your responsibility to keep up with the readings and the course work.

Email:

The email system for this course will not accept email from outside Ucompass. Until classes you may use my HFCC email address: kolin@hfcc.edu, or my office telephone: 313-845-6469. After classes begin we will use the Ucompass email system exclusively for all class-related email correspondence. You can also call me at 313-845-6469 with any question you may have. It is not necessary to visit HFCC's campus to complete this course. You will get from the class exactly what you put into it. Contact me at any time with any questions or concerns you have. I will always respond within one day or sooner. Communication is absolutely essential in an online course. Email or call...just communicate! The only silly question is the one you don't ask! So ask questions any time you have them!

I'm looking forward to a great semester, I hope you are too.

Kristin Olin-Sullivan