LIBT 215 – Technology in the Workplace Welcome Letter

Dear Student,

Welcome to distance education at Cuesta College! My name is David Brown, and I will be your instructor for the upcoming online version of Technology in the Workplace. (LIBT 215). This letter is to inform you of some important details prior to starting the **Spring 2019** online class. Please read this page carefully!!

Course Overview
This course offers a practical look at proper approaches and techniques used to understand, utilize and troubleshoot workplace technology-- particularly computer and multimedia technology found in various Library workplaces.

Class requirements
Each student should have access to the World Wide Web, a broadband connection is recommended.

Each student should also have basic computer experience including, using email and a web browser, experience with an LMS (Learning Management System) is preferrable.

Web Browser: For Macintosh, Safari FireFox, or Google Chrome. For Windows, Microsoft Internet Explorer 6.0 or above is required. For Internet Explorer, version 6 or 7 is recommended. Additionally Firefox works fine on Windows.

Computer Specs: Macintosh or Windows computer with at least a 1 Ghz processor speed. Also, you should have a minimum of 1 GB of system RAM (memory).

Word Processing program: A recent version of Microsoft Word or other word processing software is required for composing your assignments. If you use a word processing program other than Microsoft Word, if you do use Word the default .doc or .docx is acceptable but also I will accept Rich Text, .rtf.

Flash plug-in: Adobe Flash plug-in is a free download needed only if you are running an older browser, IE 4 and earlier for

example. The Flash player is included in all current web browsers (IE 6 and 7, FireFox 1 through 3 and Safari).

Adobe Acrobat Reader plug-in: This is a free plug-in that enables you to read certain course readings.

Operating System: Mac Users: Macintosh with OS 10.9 minimum, OS 10.11 is recommended. PC Users: Windows 7 minimum and Window 8 or 10 is recommended.

Technical Support:

1-866-847-3251

The following takes you the [DE help area at Cuesta](#).

It is the goal of Cuesta College to see that all students succeed no matter what type of learner one may be; traditional or distance-learner.

Civility in the Online Environment
Offering our courses online is a relatively new experience for all of us. While online courses can be a convenient, exciting learning experience, distance education is not for everyone. Please note that just as with a traditional in-person classroom, all online students are bound by the [Cuesta College Student Code of Conduct](#) in terms of exhibiting civil behavior in the online classroom and in all course e-mail to the instructor, to fellow students, and to guest speakers. One additional norm is that a student, in an online class, should not expect to monopolize the time of the instructor or of their fellow classmates any more than they would in an actual classroom. Students should feel free to contact the instructor or fellow students to seek answers to legitimate, class-related questions. However, care should be given to insure that the recipients of the question do not have reason to feel "pecked to death" by e-mail. Students not compliant with this conduct code will be referred to the Vice President of Student Services for disciplinary action, which may include expulsion from the course.

Disabled Students
Any student with a verifiable disability will need to let the instructor know as soon as possible so that appropriate accommodation can be made. Authorized accommodations and alternative media will be provided as appropriate.

First week instructions: I will send an email to all registered students at least one week prior to the start of class. I will send you an email using the email address you have listed in myCuesta system - please log in as soon as you can to be sure your information is correct.

Please save this page for future reference.
This class does not begin until Tuesday January 22, 2019