

CIT-15 - Computer Concepts
Online class
Section Number: 41878

Fall 2018
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Welcome To CIT-15 "COMPUTER CONCEPTS"

Dear Online Students,

We will NOT be using Canvas. - We will be using MyITLab.

Welcome to Online CIT-15 Computer Concepts: **-We will NOT be using Canvas.**

I will have the pleasure of being your instructor for this class. I have a few items that I would like you to take a look at as we begin this course.

- This course is 100% Online.
- We will be using **MyITLab** exclusively NOT Canvas.
- You should check **MyITLab** on a daily basis.
- Review the Weekly Announcements and follow the course syllabus.

Are you ready for an Online Class? Make sure the answer is "Yes" go to the following website and answer all of the questions to **make sure you are ready.**

<http://classic.fresnocitycollege.edu/index.aspx?page=3093>

Time Commitment for this class:

This is going to be a great class. It's a lot of hard work, but you are going to learn a lot of new things about the computer industry. Like all classes, this class requires a commitment. You should plan **at least 10-20 hours per week** to complete this class. This amount of time will vary for each student's experience with technology.

Watch Registration Video: Use this link below:

https://youtu.be/AcIOfMudaKQ?list=PL9D77SRA6m1tuiHoCyXFnVMRKEXIR_3NS

You need the following items to register:

A) FCC Student email. Use this link below to set it up:

<http://www.sccd.edu/students/student-login-instructions.html>

B) MyITLab Course ID: fresnocitycollege13116

C) Credit Card to purchase **MyITLab** access (lower price) or thru the Fresno City College bookstore and this link below: MyITLab for Office 2016:

<https://registration.mypearson.com/#>

If you have not registered into MyITLab by 9:00pm, Friday, August 17, you will be dropped as a "no show". You can use a temporary account if need be for a short period of time. After you have enrolled into MyITLab, read the **Course Outline** (using the MyITLab menu, select the Course Materials folder) to learn about the assignments and grading. Your assignment due dates are highlighted in yellow on the schedule and are also listed on the class calendar and the course Syllabus.

NOTE: You MUST have a **PAID MyITLab** account by 9:00pm, Friday, August 31 to remain in this class. If you have not registered and paid for MyITLab by this date, you will be dropped from class! **Temporary accounts cannot be used after this deadline.** This is almost three weeks from the start date and gives you 19 days to get a paid for account.

You will also need the following for this class:

-Microsoft Office 2016 for Windows (Word, Excel, Access and PowerPoint).

-if you need Office 2016 for Windows you can purchase it for \$6.99 per month: <https://products.office.com/en-us/compare-all-microsoft-office-products?tab=1>

-FCC college email account and Student ID number

-PC or Mac computer with broadband Internet access

(Tablets, SMARTphones and Chromebooks will NOT work).

A Mac computer will **REQUIRE** a Windows OS and Microsoft Office 2016 for Windows installed, via **BootCamp or VMWare**, in order to complete the Hands-On Lab tests. Setting up your Mac is your responsibility and needs to be done immediately.

The MyITLab Tech Support number is: 800-677-6337

-If your computer, or Internet goes out, be sure to have a backup plan to complete your weekly assignments. The responsibility is yours (a backup computer and hot spot location would be helpful). The deadlines are firm, and late work will not be accepted.

-Always use "Chrome" as your computer's browser for MyITLab

-Use your FCC email for all emails

-When you email me put your name and section number in the subject line

-Review the Course Outline and the weekly Schedule.

-Review the Weekly Announcements.

-For more help check out my website for our class at: <http://www.FCCSause.com>

-Use the Chapter Study Guides to prepare for the chapter tests. These are the actual questions on the tests. Use the electronic form of the book in MyITLab to find all of the answers for the questions. You can use the study guides to answer the questions on the tests. There is also a FINAL study guide which is a word list. Know what all of the words mean and you should do OK.

Welcome to class!