

Dear Students,

Welcome to the Summer 2018 semester at Illinois Valley Community College. My records indicate that you have registered for CSI-1002-100, the online offering of Introduction to Business Computers. My name is Christian Jauch, and I am your instructor. I have been teaching Microsoft products at the college since Fall 2009 and have been teaching Office in some fashion since 2010. I have been using Microsoft Office since the pre- Office XP version in 1998 and was involved in the upgrade of Office at the college from Office 2010 to 2013 and then 2016 to 365/2019 here at the college.

First, this is a 3-credit hour class, which only lasts for 8-weeks, the length of the summer semester. This means you will be doing the same work students normally do in 16-weeks. Getting behind is not that hard to do, and once you do, catching up and successfully completing the class can be difficult. Make sure you pay attention to the information you receive. Next is information about textbook and software. The textbook is an e-book. You will not need or receive a physical textbook. You will purchase access to your text when you pay your tuition. I will be providing you with the information on how to register for and access the class soon. The course consists of instruction in computer concepts; terminology; equipment; management information systems; and applications are surveyed. Business application skills in the microcomputer usage of Microsoft Office 365/2019 with word processing, spreadsheet, database, and presentation are emphasized. Use of e-mail and the internet are also discussed throughout the course.

I have completed the syllabus and it should soon be available on my faculty website. It will also be available in Blackboard soon as well. Until I get the registration info from McGraw-Hill, the Blackboard course will not be available. To complete the readings and classroom lab work, you will not need any additional software. However, to complete the homework, you will either need to obtain or have access to Microsoft Office 365/2019. You will need Word, Excel, Access, and PowerPoint. You can download Microsoft Office ProPlus 365 for free. You will be able to access downloading the software from your IVCC Student email portal. The instructions are found when you open the IVCC website, then click on the Student email link. The software will run on Windows and Mac platforms and will also give you a chance to load it on a mobile device. The software will also be loaded on the lab computers at the college. One more thing to know is that Access, one of the programs used in the course, will not run on a Mac computer. The Access section of the course is going to require you to use a Windows computer with Office 365/2019 installed. Online students that do not currently have the software must either download it or gain access to a Windows computer. I'm not sure when computers will be available at the college, but I will get that information to you as soon as I get it. Hopefully we will have that straightened out before we start the Office portion of the course. The homework projects are not done in the simulation, but in the full version of the software. You cannot use older versions of Microsoft Office or the web versions of Office, they do not contain all the enhanced features we will be using. If you have any questions, please do not hesitate to email me.

The class will consist of weekly SIMbook readings that includes interactive quizzes, homework projects, and written examinations. The class will become available in SIMnet soon. The first day of the Summer B semester is June 10. Access to the Blackboard class page, as well as the SIMnet class will be available on that date. The first few days of the course, the balance of the week will consist of getting registered, completing a short computer survey, and understanding how SIMnet works.

As more information becomes available, I hope to have it accessible on my faculty website, [www.ivcc.edu/jauch](http://www.ivcc.edu/jauch). Our faculty websites are currently available; however we cannot access them yet to modify content. I'm hoping to have that information soon and will be sending you that so you can see

the syllabus and calendar. I will be providing more information in future emails and links will become available as information is ready. Good luck and I look forward to a good semester.

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