Dear Students,

Welcome to the Fall 2020 semester at Illinois Valley Community College. I'm happy to see that you have registered for CSI-1002-100, Introduction to Business Computers online offering. I look forward to the beginning of our classes, but there are a few things I want to share with you.

First is information about textbook and software. The textbook is an e-book. You will not need or receive a physical textbook. This class uses what is called Inclusive Access for your text. You will pay for your access when you pay your tuition bill. I will be providing you with the information on how to register for and access the class in another announcement and email in the near future. You will access and register for the class through Blackboard. Once you log into Blackboard, select my course link under "My Courses". The course consists of instruction in computer concepts; terminology; equipment; operating systems; and applications. 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 course syllabi and it is available on my faculty website. To access this information, go to my faculty website and click on the link for the class. PLEASE take the time to read the syllabus. It contains important information for you about the course. It should answer most if not all of your questions to begin the course. To complete the readings and classroom lab work, you will not need any additional software. You will, however, find instructions in the syllabi that will explain what browser you should select and other information on preparing to use SIMnet. To complete the homework projects, you will either need to obtain or have access to Microsoft 365/2019. You will need Word, Excel, Access, and PowerPoint. You can download Microsoft 365/2019 for free from IVCC. Downloading the software is done through your student email portal, and more information is in the syllabi. There is a link to your IVCC Student email on the IVCC main page. The software will run on Windows and Mac platforms and will also give you a chance to load it on a mobile device. The only exception is Access which will not run on a Mac, and that is explained in the syllabi. The software will also be loaded on lab computers at the college. Online students that do not currently have the software must either download and install it or come out to the college to complete homework. 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; 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 face to face classes will consist of weekly lectures, while all classes include SIMbook readings with interactive quizzes, homework projects, and written examinations. The class will become available in SIMnet on August 14, opening day of the Fall semester. Please do not attempt to register prior to that date. You will not be able to access the correct course registration. The Blackboard portal will also become available to students on August 14. You will be able to use a single sign-in through Blackboard to access the class and register as indicated in the link I described earlier. Once you have signed in the first time through Blackboard, you will be able to access the course each time. Remember it is suggested by McGraw-Hill that you use Chrome to use SIMnet. You will not be downloading or turning in any materials via Blackboard for this course. There will be some orientation materials from McGraw-Hill SIMnet for you in Blackboard under the Menu item, "Course Information".

As more information becomes available, it will be accessible on my faculty website, www.ivcc.edu/jauch. The syllabi is there, which will include a calendar page for your individual section.

After getting to my website, click on the link for the class. I will be providing more information in future emails. If you have any questions, please do not hesitate to email me. You can find that from my faculty website, or it is available below. Good luck and I look forward to a great semester.

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