

Welcome CSIT 830 Online Students

Los Angeles Valley College

I am Eva Bitar, your online instructor. I am pleased that you chose my class and I look forward to working with you. This provides you with information to get you started. My site opens at 8 a.m. on the first day of classes. I urge you to begin early to ensure you have time to resolve any technical issues you may encounter.

Syllabus and Modules

The most significant documents related to your success in this class are the **Syllabus** and the **Introduction Module**. Every word is critical in these documents; you should read them in fine detail.

I begin to respond to questions after the first day of the semester and after the program indicates that you have fully read and accepted the terms in syllabus and the Class Introduction Modules. This serves as our contract. I expect you to do the full research prior to asking questions. If I have addressed the topic in the site, I do not respond to your correspondence.

Course Information

CSIT 830 covers a survey of Microsoft Word, Excel, PowerPoint, and Access using Microsoft Office 2007. We do all the work and communication online; there are no meetings at the college. While an online course offers greater flexibility in scheduling your study time, you must meet the non-flexible assigned deadlines. You only succeed if you are seriously self-motivated and disciplined in setting your study schedule and completing course requirements. They require a lot of reading on your part and have very rigid deadlines. The exams are much more challenging and require you to be much more prepared because of the strict timed aspect.

Attendance

Just like if you miss attending any of the first three classes, we must drop you. Here's how it works in an online class: **You must log into the class within the first seven days and complete the Etudes Tasks by the established deadline. If you do not do both, I must exclude you from the class.** After that, I expect you to check in at least twice a week to keep up with the class. The program keeps a tally of all your online activities and the time you spent online. I receive daily reports and alerts when you neglect to sign in and read all the material. I take your positive participation as a reflection of your interest in class. I base any accommodations on this criterion. I check in the class several times during the week, but I am rarely on during the weekend.

Textbook

The book is available at the LAVC bookstore and on the online site at: <http://www.lavcbookstore.com>. You should purchase the book by the first week of class. You may choose to order from a different source, but it is your responsibility to have the book in time. The program has strict deadlines that once they close, you cannot submit late work. The key is to order early so you don't run into problems.

Required Textbook: *Exploring Microsoft Office 2007, Volume 1, 3rd Edition by Grauer - ISBN: 0132570440*. You must have this exact ISBN because it is associated with an access code to a portion called "My IT LAB" that you will receive from the publisher.

Available Resources

In an online course, we expect you to already have considerable computer literacy. You have resources available to assist you as part of the Virtual Valley at: http://www.lavc.edu/virtual_valley/index.html. See the STUDENT RESOURCES drop-down near the top of the page; then click on "Thing You Need to Know."

There is also an “Online Learning Success Self-Paced Tutorial” on the right side of the Virtual Valley web page. I recommend that you take the Readiness Assessment to make sure you’re really ready for an online class at: http://www.foothill.edu/fga/pre_assessment.php

Logging in Online

You are able to login the first day of classes. Make sure you have a working e-mail address, and ensure that the LAVC Admissions Office knows your e-mail address. You can find a link to the Etudes website and information regarding your username and password below or at: <http://www.lavc.edu/virtualvalley/studentLoggingInOnline.html>.

Etudes is not housed on campus, although LAVC provides you with a link to access Etudes on our website, if the server at LAVC is down, then you need to login directly at: <http://www.myETUDES.org> or <https://myETUDES.org/portal>.

ETUDES Login

Quick Start

1. Know your User ID And Password (See info. to the right)
2. Click on the "Class Login" link on the upper right corner
3. Enter your User ID and Password in the upper right of the ETUDES page.

User ID

First 2 letters of your first name +
First 2 letter of your last name +
Last 5 numbers of your LAVC Student ID

Example: Jose A. Garcia with
SIN # 88-222-3333

His username is: **joga23333**

Password

2 digits for Month of birth +
2 digits for Day of birth

Example: 0206 (February 6th)

Below are common reasons for not being able to login to ETUDES. If after you try these solutions you are still unable to login, contact the Help Desk.

- Incorrect User ID and password. Verify that your User Id and Password are correct and try again.
- The college could place a hold on your record for either financial or academic reasons. If you have not paid your tuition, health fee, or other fees, the college will place a hold on your record and you will not be able to login until the LAVC Business Office clears the issue.

Note: payment for the class is mandatory and the administration may cut your online access at anytime, which may not allow you to reinstate access up to two week, affecting your ability to submit work and hurting your grade.

Adobe Reader

Several Etudes Resources use a PDF format. To display this material on your computer or to print it, this format requires using free, trustworthy software called, *Adobe Reader*. You can download it free at: <http://www.adobe.com>. Look on the right side of the screen for the “Get Adobe Reader” button and click it.

Exam Timing

Exams will take place at a set time on two Sunday evenings. If you cannot take exams during this time window, then you should not maintain your enrollment in this class since you cannot pass the course without taking the Exams.

I am looking forward to an enjoyable semester and I wish you all the best of luck in the course.

Eva Bitar
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