

ORIENTATION INFORMATION FOR ONLINE CLASSES

CIS 110

Principles of Information Systems

This information is specific to the CIS 110 online class.

By the first day of the semester you should have:

Visited my web site: www.cuyamaca.edu/people/tim-phillips

- Reviewed all materials pertaining to this class on my web site.
- Ensured the email address you wish to use for the class is the email address on file with the college in WebAdvisor. THIS IS IMPORTANT!--the email address on file with WebAdvisor is the ONLY email address used in this class.
- Reviewed the course Syllabus.
- Reviewed how to login to and use Blackboard. (The class Blackboard site will be available on the first day of the semester.)
- **Obtained required text book and McGraw-Hill Connect and SimNet access codes.** Text books are identified in the course syllabus and on the college bookstore web site.

Course Expectations

The following is **what I will provide for you** and **what is expected from you** during the conduct of this class.

- **I will** provide the structure and content of this course.
- **I will** be available to answer your questions by a variety of means (email, telephone, office hours, etc).
- **I will** attempt to answer any question you ask of me via email within 24-48 hours. If you do not get an answer within 48 hours you should contact me again. If you still do not hear from me you should try another means to contact me (e.g. if you contacted me by email and you do not hear back within 48 hours contact me again by email but you can also telephone, visit during office hours, etc).
- When contacting me via email make sure and put the course number (CIS 110) in the subject line of your email and your name somewhere in the body of the email. This is VERY important!
- **I will** send you a weekly email (usually by Sunday evening) telling you what is to be completed for the class for the next week. If you do not receive an email from me during the week make sure and check the course syllabus for your assignment.
- **You are responsible** for your own learning experience.
- **You are required** to login to the class Blackboard site at least once per week. This is a college requirement.
- **You are expected** to review lesson materials in Blackboard (PowerPoint, Videos, Labs, Web Links, etc), and complete all graded requirements as stated in the course syllabus. **Exercises, exams and other graded material MUST be completed during the times they are available--NO EXCEPTIONS.** Tests may be taken as many times as you wish

during their available time period in order to obtain maximum points. All tests are open on the first day of the semester but close as the semester progresses.

- You are responsible for staying in contact with me.
- You are responsible for maintaining steady progress in the class in accordance with the class schedule provided in the course syllabus.
- You are expected to contact me with any questions you may have or problems you observe during the course.
- You are required to take the Orientation Quiz found in Week 1 from the Weekly Materials menu item in Blackboard by Wednesday of the first week of class.

Login to Blackboard

In order to participate in the class you will need to login to Blackboard. Make sure you can access Blackboard during the first week of class--course material is contained in Blackboard. You are required to login to Blackboard at least once per week during the semester. See my web page for information on how to login to Blackboard. (Note: the class Blackboard site will not be available until the first day of the semester.)

Course Information

Review the course syllabus for the class schedule and graded requirements. Wait until the first day of the semester to print the course syllabus as information contained in the syllabus may change up until the first day. Review the syllabus on the first day of the semester to ensure you have the latest information available for the course. **READ THE SYLLABUS!**

- The class schedule provides you with a timetable for completing class requirements.
- Graded requirements are identified in the syllabus. You MUST take all exams/quizzes and complete all other graded requirements by the dates specified in the syllabus.

Get Started!

Once you have familiarized yourself with the course syllabus, are successful in logging into Blackboard, and have purchased your text book(s) and other course materials, you are ready to begin the course.

- I will send you an email on the first day of the semester with additional information concerning the class.
- The course Blackboard site will be available on the first day of the semester --**contact me IMMEDIATELY if you cannot log into Blackboard after the first day of the semester. Also contact me if you can not login to Connect or SimNet.**
- If you have any questions please do not hesitate to contact me.

- Enjoy the course!