Community College of RI  
Computer Studies Department

**Introduction to Computers**  
Link for Distance Learning Support: [http://www.ccri.edu/distance/](http://www.ccri.edu/distance/)

WELCOME TO INTRODUCTION TO COMPUTERS!  
My name is Professor Karen Allen. I will be the professor for this online distance learning course. The URL for the course web site is [http://blackboard.ccri.edu](http://blackboard.ccri.edu)

**MY CONTACT INFORMATION:**
Professor: Karen Allen  
Room 2166, Warwick  
Email: kallen@ccri.edu  
Office Hours: Warwick Campus By appointment.  
Phone: 401-825-2155  
Online Chat in Blackboard: By appointment

**REQUIRED BOOKS AND MATERIALS - THE BOOK BUNDLE**
IN THE BOOKSTORE ON ANY OF THE CCRI Campuses: The books are available at the CCRI bookstore. They all come "bundled" into a single package. . The price of the bundle is $94.75 in the bookstore.


1. **MYITLAB** folder contains the “Access Code” you will use to create your MyITLab account.

2. **MYITLAB** – “Course ID Code” is CRSABJH-224373 (you will enroll in comi1100-584 using this code)

**REQUIRED Software and Materials**
- Windows 7, or Windows Vista, or Windows XP
- MSOffice 2007
- Headphones or Speakers for audio material
- Thumbdrive or another storage device (your hard drive or SKYDRIVE is fine also)

**SOFTWARE:**
We are using Windows 7, Internet Explorer8, and Microsoft Office 2007 Professional (Word, PowerPoint, Excel, and Access). The computer you are using should have all of these installed. Office 2007 is new and very different from Office 2003. You MUST have access to Office 2007 Professional or OFFICE 2010. If you don't have it at home, here are your options:
- All the CCRI computer labs have this installed and you are welcome to use the labs on
any of the CCRI campuses.

FREQUENTLY ASKED QUESTIONS:

Q: WHAT DO I NEED TO HAVE TO GET GOING WITH THIS ONLINE COURSE:

A: You will need a COMPUTER, LIVE INTERNET CONNECTION:

The computers at CCRI are all set up for you to use. If you are planning to use your own, here are some specifications:

1. IBM PC Compatible. MAC won't work.
2. Pentium III 500 MHz or higher.
3. 256 MB RAM
4. Hard Disk Space: 2.5 GB
5. One of the following Operating Systems must be installed:
   • Windows XP Home Edition with Service Pack 2
   • Windows XP Professional Edition with Service Pack 2
   • Windows Vista
   • Windows 7
6. Live Internet connection
   • Internet Explorer 7.0. Firefox is not a supported browser for MyITLab.

Q: WHERE CAN I GET THE BOOKS?

A: All books are available at the CCRI Warwick campus bookstore. or shop online at http://www.ccri.edu/bookstore

Q: CAN I TEST OUT OF THIS CLASS?

A: There is not a Challenge or Clep exam, however there is a way to go through the course at an accelerated pace. There is more information about how this works once you get into the Blackboard course.

Q: DO I HAVE TO HAVE THE BOOK?

A: YES!! The best way to get access to MyITLab is the access code included in your book bundle. There is only “one time use” per code. Used books do not come with a code. You may purchase the code as a standalone product on the publisher website for $75. A NEW book bundle in the bookstore which includes the MYITLAB access code is $94.75. In addition, required assignments will be given from the books.

Q: WHAT SHOULD I DO BEFORE THE CLASS STARTS?

A: Before the class start date, the first assignment is to be sure to have the correct software and hardware requirements as outlined in the email. You should login to Blackboard as soon as possible to become familiar with our online environment.
When you have successfully logged into Blackboard you should familiarize yourself with the environment by going to the Homepage and then clicking on each of the links (menu on the left hand side of the window).

**Q: HOW WILL I BE GRADED?**

**A:** GRADING - ALL QUIZZES, EXAMS, PROJECTS AND CLASS PARTICIPATION THROUGH BULLETIN BOARD COMMENTS AND DISCUSSION.
Exams can be taken only one time. All exams are timed.
Quizzes may be taken multiple times (I will take your highest grade.)

**Q: WHAT AM I EXPECTED TO DO EACH WEEK?**

**A:** You are expected to:
- READ the SYLLABUS
- Check the Date on the Syllabus and the corresponding lessons under the “lessons Column”
- Link to the Weekly Assignments link for the appropriate lesson and Things to Do listed.
- Read and do the specific lessons for that week.
- Upload all assignments, finish all quizzes and readings etc, by the following week (Sunday evenings at 11 PM)

1. Do all the activities in the lesson that may include using MYITLAB readings, projects, quizzes, exams or extra credit projects.
2. Use the Discussion board to post questions and get course information.

**Q: WILL THERE BE A CLASS MEETING ON CAMPUS?**

**A:** There will be no class meetings on campus, however if you need help logging onto Blackboard, I will set up an appointment with you to get you logged in. **You can email me at kallen@ccri.edu.**

**Q: WHAT IS BLACKBOARD?**

**A:** Blackboard is the course management system that will be used as our “virtual classroom”.
You should go to the website at [http://blackboard.ccri.edu](http://blackboard.ccri.edu) and you should see a link to the course **(Summ2011) COMI-1100-604: Intro To Computers**

Having trouble SIGNING UP for Blackboard?
Call the CCRI HELPDESK at 825 – 1112

**Distance Learning Support Site is here:** [http://www.ccri.edu/distance/](http://www.ccri.edu/distance/)