

# Course Requirements

## Computer:

Access to a PC/Windows computer with both e-mail and Internet connection and the following minimum requirements.

- **Computer/Processor:** 500 megahertz (MHz) processor or higher
- **Operating system:** Windows XP w/ SP2, Windows Vista or Windows Server 2003 w/ SP1
- **Memory:** 256 MB of RAM or higher
- **Hard disk:** 1.5 Gigs of hard disk space or higher
- **CD-ROM or DVD drive:** for installing the program
- **Internet access:** Internet Explorer 6.0, Netscape 7.0 or compatible browser.
- **E-mail access:** you can use a home or work e-mail account, or you can use your Grossmont College student account

## Software:

- **Microsoft Office 2007**

When purchasing Microsoft Office Software you have options, you can...

- a. Buy the entire Microsoft Office Suite, which includes Word, Excel, Access, PowerPoint and a few others.*
- b. Buy single programs individually. So instead of having all the programs that come with the suite you can only buy the program you'll be working with for the class.*

We **STRONGLY RECOMMEND** buying the entire suite (Microsoft Office 2007). Microsoft Word 2007 (free student trials available at [www.Office2007.com](http://www.Office2007.com), but only good for 60 days)

- **Adobe Acrobat Reader** (free at <http://www.adobe.com/products/acrobat/readstep2.html>)

## Book:

- **BOT 114:**

GO! With Microsoft Office, Word 2007, **Volume 1**, Prentice Hall, Gaskin, Preston  
ISBN: 0-13-512952-4 (Textbook includes CD with student resources/data files.)

- **BOT 117:**

GO! With Microsoft® PowerPoint 2007, **Volume 1**, Pearson Prentice Hall. Gaskin, Vargas  
ISBN: 0-13-244798-3 (Textbook includes CD with student resources/data files.)

**IMPOTANT:** If you're buying your books online (amazon.com, etc.) please make sure that you buy the **Volume 1** version, **NOT** the Brief version. The Brief version only contains chapters 1-4. You will need the **Volume 1** version which contains chapters 1-6. **PLEASE CHECK CAREFULLY BEFORE PURCHASING.**

# Course Process

## Attendance:

You are **NOT** required to attend class on campus. You are required to log in to **Blackboard** and check for new announcements I will be posting throughout the semester. Blackboard will act as our virtual classroom. There you will be able to email me, submit assignments, take the exams and check your grades. To access Blackboard please follow these steps:

- 1) Logging in to the course website: <http://bb.gcccd.net/>
- 2) Click on **User Login**
- 3) Enter Username: **firstnamelastname** (same e-mail login as -- **no spaces**)
- 4) Enter Password: **six digit pin #** (birth date -- **ex: 072283**)
- 5) Click **Login**
- 6) You will be in the Blackboard entrance page and it will list all classes you have using Blackboard
- 7) Click on the **BOT Online class** your enrolled in on the upper right side of the page
- 8) You will enter the course at the Blackboard Announcements page
- 9) The first time you login to the course, read the Announcement greeting. There you will find instructions on what to do.

## Assignments:

In your syllabus you will find a **Schedule of Assignments** toward the end. Please complete all the assignments for the week and save them in to your storage device (Home computer, flash drive, etc.) When you've completed all the assignments for that week you will then log in to Blackboard and submit them under the "**Assignments**" link. Instructions on how to upload them will be located there. You will have the ability to resubmit all your work, if not satisfied with your score.

## Quizzes:

Quizzes will be taken in **Blackboard**. They are located within the "**Assignments**" link. The quizzes contain **10 questions** each consisting of **Matching** and **Fill in the Blanks**. The quizzes are open book, open notes, and you may use any other resource you like to answer the questions. You will have **30 minutes** to complete them, so allocate your time wisely. You must complete it entirely when taken. You may **NOT** stop the quiz at any point or it will score all the unanswered questions as incorrect. If you have technical difficulties please contact me immediately.

## Exams:

The Midterm and Final will be available in **Blackboard**. They are located within the "**Assignments**" link. The exams contain 25 questions consisting of **Multiple Choice**, **T&F**, **Fill-In** and **Matching**. The Midterm will cover **Chapters 1-3** and the Final will cover **Chapters 4-6**. The exams are open book, open notes, and you may use any other resource you like to answer the questions. Also, in "**Course Documents**" you will find an "**Exam Preparation**" folder with helpful resources to help you prepare. You will have **1 hour** to

complete them, so allocate your time wisely. You must complete it entirely when taken. You may not stop the exam at any point or it will score all the unanswered questions as incorrect. If you have technical difficulties please contact me immediately.

## **Recommendations**

### **On-Campus Orientation:**

I will be holding two optional orientations on campus. You are **NOT** required to attend, but you may if you are not clear on anything or would like to ask questions. In these orientations I will cover the basic processes you will need to complete, submit And check your grades. Please keep a look out for orientation dates and times at: <http://www.grossmont.edu/bot/botOnline.asp>

If you have any more questions regarding online classes please email me or call me (Andre Andersen) at 619-756-9099.