

Getting Started in CAOT 82 Online Spring 2008

Welcome to CAOT 82 online!

The class orientation is scheduled for Saturday, February 9, 2008, at 12 noon in Business Journalism 111. If you cannot attend, please email me at ingrambp@pacbell.net by February 5, so that I can arrange to meet with you by conference call. The spring 2008 syllabus will be posted on my LAVC web page.

Your class will be totally online. In order to participate in this online class, you need the following:

- High speed Internet access
- Email address
- Windows XP or Windows Vista

- **Microsoft Office 2007**, Volume I, (The Exploring Series), by Grauer, Prentice Hall, 2007 (in the bookstore), which includes the following:
 - access code for **myitlab**
 - student data CD-ROM.
 - Transition Guide to Office 2007
 - **six-month trial version of Office 2007**

If you purchase your textbook separately, you must also purchase an access code for **myitlab**, have a copy of Microsoft Office 2007 Professional (Word, Excel, Access, and PowerPoint 2007), and be able to download the student data files.

You should know how to do the following:

- Send and read email messages
- Attach files to email messages
- Download files
- Create, name, and delete folders
- Save, copy, and move files

Before attending the class orientation, please go to www.myitlab.com and read "Getting Started with myitlab." (www.myitlab.com – Support – Student Support – Getting Started with myitlab).

For information about online classes at Valley go to <http://lavc.edu/virtualvalley/index.htm>

I look forward to meeting you on Saturday, February 9.

Brenda Ingram-Cotton, CAOT Professor
January 18, 2008