

Dear Students,

You are currently registered for the Summer 2024 online section of **CMPT103L – Technology for the 21st Century**. Welcome! I look forward to being your instructor for this semester as we explore together the challenges and rewards of living in the "information age".

This course will officially begin on June 3rd and run through July 26th. The Brightspace course site will be available starting Friday, June 3rd, at 12 am. At that point, feel free to log in and look around. If you are new to Marist and have not received your Marist userid and password, please contact the Help Desk for assistance.

No textbooks are required for the course. Several online materials (PowerPoint presentations, video tutorials, reference websites, and so on), will be made available through the Brightspace course site.

As this is a technology course, the following equipment is required:

- **PC or Mac computer** with multimedia capabilities. You should have the latest anti-virus and spyware software installed as well as an up-to-date operating system with security patches.
- A computer or mobile **device capable of recording voice and taking video**. Generally, a smartphone is sufficient for our needs.
- The latest or a recent release of **Microsoft Office** with Word, PowerPoint and Excel. It is important that you have a fairly recent version of this software in order to complete all of the assignments successfully. If you do not have the full version on your computer, Marist has made it available for download at the following link: <https://www.marist.edu/resnet/howtos>
An online version of all Microsoft Office products is available to Marist students if you do not have the desktop version. Log in with your Marist user ID and password at <https://www.office.com/?auth=2&home=1>
- Note: ALL Marist computers on campus have Microsoft Office already installed.
- If you choose to use an older version, please note that the tutorials provided may not work in exactly the same manner as your version. Similarly, there are some occasional differences between the Windows and Mac versions for some software; most of the tutorials assume the Windows version is being used. You can usually find help online for Mac users.

- **Note:** Some students have opted to use other products, such as Google Drive, Open Office, Pages (for word processing), Numbers (for spreadsheets), Keynote (for presentations). Please keep in mind that although most of these products can be used for several assignments, please be aware of the following:
 - Use of these products are at your own risk. I do not guarantee that I will be able to assist you with problems you may encounter using these products.
 - Some of the tasks required for assignments may not be possible to complete with these other products. For example, there is no capability in Google Slides to store audio or record narration for presentations; also, Keynote, although it does have this capability, will not retain these when the file is exported as a PowerPoint presentation. Thus, you will need to find a computer that has PowerPoint installed or use the online version in order to successfully complete these assignments.
 - Be sure to convert any file created with **Pages** into either a Word (.doc or .docx), PDF, or RTF (rich text format) file and any **Numbers** file to an Excel file (.xls or .xlsx) before submitting the file for a grade. I do not have the ability to open either of these files in their native formats. If you are using Google Drive, kindly download as a Word (.docx) or PDF file for papers, and Excel (.xlsx) files for spreadsheets.

On the left side of the screen are icons for the **Course Overview** and one for each week of the course. Week 1 is complete and current, but future weeks will change as we go. Every week, an announcement will appear documenting that week's activities. Additionally, an announcement will be emailed to your Marist account. All activities are generally due within one week. Once posted, course content will remain visible for the remainder of the semester. Many of those topics will be elements in the final project.

If you need to contact me, the following methods may be used:

1. **Brightspace Message:** Click on "Message Alerts" (the envelope icon) in the Brightspace Navigation panel and select email.
2. **Email** message to my "Marist" account: Meghan.Tomaskovic@marist.edu.

3. **Text message:** This is the fastest way to reach me. Please identify yourself at the beginning of the message. Thank you.

4. **Zoom:** Virtual office hours are by appointment.

I am looking forward to working with you this semester!

Warmly,

Meghan Tomaskovic

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