

Dear Students,

You are currently registered for the Summer 2025 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".

Summer session runs: June 2 – July 25

Add/Drop: 6/2 – 6/6

Last day for full refund: 6/6

Last day for ½ refund: 6/13

Last day to withdraw (W): 7/7

Withdraw/Fail begins (W/F): 7/8

Final grades due: 7/31

NOTE: The Summer courses will open on Monday, June 2, 2025, at 12:00 a.m.

This course will officially begin on June 2nd and run through July 25th. 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. I try to provide tutorials using both products when there is a difference in how they behave.
- **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, the Track Changes in Word assignment can not be completed using any other software. Thus, you will need to find a computer that has Word installed or use the online version in order to successfully complete the assignment.
 - 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.

When you visit our course page on Brightspace for the first time, a widget will pop up with a welcome video from me. That will open every time you log into the course until you click “Dismiss”. If you wish to reopen it, scroll to the bottom of the screen and click “Relaunch the Welcome Window”.

On the left side of the screen are icons for the **Course Overview** and one for each week of the course. 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: Maureen.Black@marist.edu.
3. **Text message:** This is the fastest way to reach me. Be sure to identify yourself at the beginning of the message. I can generally move to a computer to assist if I am home – which is most of the time. Please only text between 10 am and 10 pm.
4. **Zoom:** Virtual office hours are by appointment only. It sometimes becomes necessary for me to watch what you are doing on the computer in real time in order to help, or to demonstrate on mine.

I am looking forward to working with you this semester!

Warmly,

Maureen Black

Maureen.black@marist.edu

Cell (845) 464-2526