Introduction

The enclosed information is required reading by the end of the first day of class. Hopefully it will answer your questions and get you on the right track for successfully completing the course. After reading this document you will need to take the Orientation Quiz on the TalonNet class website. The quiz must be taken by the end of Monday, August 17. The first day of class/deadline is:

- #TBD 18 Weeks August 17th by 11:45 PM Pacific Standard Time

Important Note: The quiz will be available in TalonNet the week before the above deadline. But... sometimes the Information Technology department applies updates to TalonNet right before the term starts. So if you cannot access TalonNet or the quiz before the first day of the term, then please wait until 8/17 sometime after 10:00 am. If you cannot access the quiz after 10:00 am on 8/17, then please email me at m.hohly@verizon.net. The quiz MUST be completed by 8/17/15 at 11:59 pm or you will be dropped from the class.

Other introduction items to note:

- This class is very full with a waiting list. Students that do not take the mandatory orientation quiz by the above date will be marked as a “no show” and dropped allowing students on the waiting list to be moved on to the roster
- Students on the waiting list must be patient, and take the orientation quiz by the above deadline 8/17/15 by 11:59 pm.
- Wait till Tuesday 8/18 and check your MyCerritos to see if you have been added to the class. If you have not taken the orientation quiz you will not be able to be added to the class.
- If you click the links in this document or on the class website and get a logon screen:

Just click the Cancel button. The document or Web page will open up on your screen. Sometimes you will have to click the Cancel button more than once.
Also, if you have problems with the links in this document you can access the links to the documents and Web pages directly from the class website.

**Class Website** – the class website is located on TalonNet at [http://talonnet.cerritos.edu/portal](http://talonnet.cerritos.edu/portal) and [http://web.cerritos.edu/hohly](http://web.cerritos.edu/hohly). The latter can be reached thru talonnet also.

At the above website you will find the Welcome page. Follow these steps to log in to TalonNet and find the course.

1. Go to [http://talonnet.cerritos.edu/portal](http://talonnet.cerritos.edu/portal) or [www.cerritos.edu](http://www.cerritos.edu) and click on the **TalonNet** graphic icon hyperlink located under the Students heading on the left side of the page.

2. Log in using your student number and birth date. The birth date should be in the MMDDYY format. For example, if your birth date is July 7, 1979, then you would enter 070779.

3. Once logged in, you will see the My Workspace, courses, and My Sites tabs.
4. Next click the CIS 101 25181 2015 Fa course tab. If you do not see the CIS 101 course tab, then click the My Sites tab and then click the CIS 101 course link.

Please note that while viewing pages on the TalonNet website you should set your monitor resolution to 1024 X 768 or higher. The steps are:

1. Display the Windows desktop
2. Right-click the desktop to get the shortcut menu:
3. Select the Properties menu option
4. Click on the Settings tab on the Display Properties dialogue box
5. Set the resolution to 1024 X 768 or higher
6. Click the OK button

After you have logged in and have found the class website your screen should look similar to the following screen shot. (Your class will have CIS 101 on it.)
On the class website you will find important information, resources and links for completing the class. The first thing you should review is the course syllabus which is located on the Syllabus page. Click the Syllabus link to view this important information.

If this is the first time using TalonNet, then you will want to go through the Student Tutorials that are located on the log in screen for TalonNet. The steps are:

1. Click the Student Tutorials link to see the available tutorials
2. You will only need to go through the tutorials that we will be using in the class.
To get started you should review the following tutorials:

- Home
- Syllabus – which contains the course syllabus with important information such as the textbooks, materials, office hours, and the class schedule
- Resources
- Gradebook
- Announcements – very important to read the announcements every time you log in
- Tests & Quizzes

Objectives of this course

- Transferable to CSU/UC
- To become computer literate
- Computer terms
- How computers can be used in our world
Practical lab assignments:
- Office 2013 – 1 assignment
- Windows – 3 assignments to give you the basics and file management
- Excel - 4 assignments to give you a thorough foundation
- Access – 2 assignments to give you the basics
- Word – 2 assignments, again the basics
- PowerPoint – 1 assignment, very basic

Prerequisites and Recommendations

- Prerequisites: technically none
- Be self-disciplined – meaning you need to read and do your assignments every week, read the website announcements and your email everyday.
- Be proactive --- it is your job to check the class website on a weekly/bi-weekly basis for the class work due each week. Don’t rely on me to remind you/tell you each week what to do. I will send out reminders to get you started and for the exams. But it is your job to get in to the class website and do the work.
- Remember there is an exam on a chapter 13 weeks of the semester. So plan on one chapter per week after the first week of the semester.
- What you should know:
  - Windows
    - How to name and save files
    - File Explorer – file management: how to find, save, copy, rename, and delete files, etc.
  - Email
    - Compose a simple email
    - Attach a file to the email
  - Internet – Internet Explorer
    - Used to access the class website on TalonNet and myitlab

Hardware and Software

You need a computer or access to a computer that has:

- An Internet connection – high speed is preferred such as DSL or Cable or FIOS.
- Windows operating system (preferable Windows 8)
- A web browser such as Internet Explorer
- Microsoft Office Professional 2013 – yes really, please don’t email me asking if you can use the 2003 or 2007 or 2010 versions or the Mac versions. The lab books and myitlab match the 2013 version, and there are new features you will be using that are not in the older versions. You may use the computers on campus. They have Office Professional 2013 and Windows version
  - Ok, now that I said you had to use the Windows version and it should be Office Professional 2013 let’s talk about exceptions. If you use an older version of the software or the Mac version of the software and submit it then I will try to grade it. Here are the potential problems:
    - The instructions/trainings etc. are not going to match your version. Don’t ask me to help you out.
    - There may be missing features in the other versions. You will get points taken off.
• If I cannot open up the file in Office 2013 and therefore I cannot grade it. The file must be compatible with Office 2013. I will give you zero point if I cannot open it up and grade it. You will get one chance to resubmit before the closing date.
• Plan ahead of the due date just in case you have problems. This will give time to you to the computer labs on campus and get the work done before the due date.

• Grader Lab Projects MUST be done with the files provided within myITLab. You will download the initial file to complete the grader Project. Use your copy of the Office 2013 application or software available in the on-campus labs.

• Microsoft software at a huge discount for students: Get Office 2013 Professional (includes Access which is required for most CIS Introductory classes) for a very good price at http://www.journeyed.com/fccc or http://CollegeBuys.org. Please note that it may take a minimum of two weeks to get the software from the College Software organization. Also, Cerritos College does not give students email addresses therefore you will need to order the software the old fashioned way via fax or U.S. mail.
• Student that purchase the book bundle from our bookstore will have a cd containing MicroSoft Office 2013 software good for 180 days for no additional cost. This can be used for the class.
• Data files: Some assignments will require data files and some won’t. If a data file is needed, then the directions for getting the files are in the instructions for each lab assignment on the class website or within myITLab. The Grader projects are accesses thru myITLab. The grader project will provide the starter file for assignments which start with a file. The other needed files for the grader project will also be provided in myITLab grader projects lab assignments.

An email account:

• Preferably a Hotmail or gmail email account
• Or, you may use your current email account
• Suggestion – create a new account just for this class or create a new account just for this class.
• Important reminder: please be sure to enter your email address in to your MyCerritos student account and in TalonNet and in myitlab as well. They should match in order for consistent communications from me. The steps in Talonnet: MyWorkspace, Account, Modify Details button, make corrections, and then click the Update Details button.

If you don’t have any of these things or you are having problems with your computer, that’s OK. You can use the computers in:

• The CIS computer labs in the Liberal Arts building, LA3 – LA6, Fall & Spring hours: http://www.cerritos.edu/sfuschetto/CISLabOpenLabHours.doc
• The Learning Center (Library)
• Plan ahead and work ahead if at all possible. If you have problems with your computer you can come to campus and use the computers here. My response to your computer problems will typically be “Use the computers on campus.”
So how’s this online class going to work?

Lecture textbook: Reading the *Technology in Action 12e* textbook:

- You will need to read 1-2 chapters each week
- See the Class Schedule section on the Syllabus for which chapters to read each week
- The exam questions will be taken from the *Technology in Action 12e* textbook
- The quiz for each chapter will be posted in myITlab class website
- You get 2 attempts for the quizzes.
- Each quiz will be randomly generated including the second attempted quiz.

Lab Assignments: Go! With Microsoft Windows 8, Introductory, and the Custom Program for CIS 101

- The instructions for each lab assignment will be posted to the class website in TalonNet on the Lab Assignments page and/or in myitlab and/or on the syllabus.
- The due dates are in myitlab and on the course syllabus.
- You will need to purchase an access code to myitlab. If you purchase your book bundle through the bookstore new they include the access code.
  - See required textbooks on the course syllabus
- You will be doing the majority of your lab work in the myitlab course site at myitlab.com.
- For more information, please login in to TalonNet or my class website and read the Getting started with myitlab Information page. This page will get you started.
- You will typically do a skills training (video/audio steps) and a skills exam in the myitlab course site.
- Then you will do a separate project assignment usually requiring you to download file(s) from myitlab; do the assignment using the Office Professional 2013 software (separate from myitlab); and then upload and submit the completed project file(s) to myitlab.
- The assignments have strict deadlines. The assignments must be submitted on the due date before 11:59 PM Pacific Standard Time.
- Assignments will be accepted late, but no later than one week
  - **Note:** no assignments will be accepted after the final exam date
- Late assignments will be marked down one letter grade. Meaning if the assignment is worth 10 points, then you will get 8. If the assignment is worth 20 points, then you will get 16 points and so forth (of course assuming you did it correctly).
- Grading process --- for the majority of the assignments you will receive immediate scores/feedback when you submit the assignment in myitlab. There may be a few assignments that I manually grade. In this case it will be a couple days before you get your score.
- I post the training and assignments in advance. So if you want to you can work ahead and submit them early.
- Life happens and you cannot control it. Computers break, Internet connections go down and family/personal issues happen. Thus, it to your advantage to work ahead of the deadlines for the assignments.
- Another good reason to submit your work early. This gives you a chance to see your results and grade. With this information you can go back and make the corrections and re-submit the assignment for the 2nd time. Thus, improving your grade.
- When you submit the Grader Project MyITLab creates two reports you can use to figure out what you did wrong. There is the Markup report and the Summary report. Please be sure
to look at these if you did not earn the 100% score. Be sure to click the red checkmark icons and/or expansion triangle to get the details. For more information on these reports please read the Student User Guide in MyITLab >> Course Home >> Getting Started.

**Important Note:** Please buy the books before the class starts. This is especially important in this class. Since the books are new editions I DO NOT recommend that you buying them from an Internet store. If you buy the books from an Internet store you will still need to buy the $89 myitlab access code. So the book options listed on the course syllabus are really the best deal.

**Tests:**

- There will be an exam for each chapter in the *Technology in Action 12e* textbook given online in myitlab. They will be Chapter Exams for each of the chapters. They will be located under the link for each chapter in MyITLab. They are timed tests. I will post all of the tests at the beginning of the class. Thus, you can work ahead. Just make sure you get them taken by the exams due date. You must complete the test before 11:59 PM Pacific Standard Time on the due date. Please check the Syllabus, the calendar in myITLab, myitlab, and the due date sheet on the class website for the test dates.
- As stated above the chapter exams questions will be from the *Technology in Action 12e* textbook.
- There will be on End-Of-Chapter exam for the Office 2013 chapter 1. There will also be three End-Of-Chapter exams for the Windows 8 chapters 1, 2, & 3. These questions will come from the GO! Windows 8 book.
- Chapter reviews will be posted to the myitlab class site. Please use these reviews to study for the tests.
- A good study habit would be to read a chapter, do the review for that chapter. Do this each week and then you will be ready come exam time.


**Go! with Microsoft Windows 8, Introductory** by Shelley Gaskin (ISBN-10: 0133028917)

**Custom Program for CIS 101.** (ISBN-10: 1269697145)

**Myitlab access code**

**Submitting Assignments:**

- As stated above you will be using myitlab to do the skills training, skills exams and uploading project files. You will NOT be emailing me your assignments. Please go through the *Student Instructions: Working with Grader in MyITLab* - PDF document myitlab Information page in TalonNet Resource link, to learn how to submit project assignments.
- Important note:
  - When naming your files be sure to use the file names in the project assignments
    - For example, don’t send me a file named “Project 1 – 2.xls” if the filename in the lab book says “Financial Analysis.xls”
    - In this example you would name your file “Financial Analysis.xls”
  - You may type the name in uppercase or lowercase
  - Don’t include the “ “ quotation marks
- Checking Your Lab Assignments:
  - Thoroughly check your lab assignments before submitting them to me in myITLab.
For most assignments there are figures showing what the completed work should look like.

Cheating

- **WARNING:** MyITLab checks for cheating and sends me a report for the students that cheat. So please don’t cheat
  - MyITLab compares the project files for cheating. You MUST download and work on your own file and then submit your own file.
  - Do not submit another student’s file.
  - Do not copy/paste from another student’s file in to your file and then submit it to myITLab.
  - Be sure to submit files that are in OFFICE 2014 NOT 2010. MyITLab may think you are cheating, reject it, or give you less points.
  - All students involved in cheating will receive zero points for the activity.

Academic Honesty/Dishonesty Policy

Please be sure to read the college’s Academic Honesty/Dishonesty Policy found in the catalogue and Fall 2015 schedule of classes (page 148). A copy of the schedule of classes and catalogue are located at [www.cerritos.edu](http://www.cerritos.edu). How does it apply to this class? Well first off make sure you are taking the tests and not someone else. Second, for the homework assignments make sure you create your own files from scratch, us the files in your myITLab site and do your own work/typing. I know some of you work together, share books and computers. That’s OK. What is not OK is having one person type up the assignment and then submitting that file for multiple students. Trust me I have ways of figuring it out if you are cheating in this manner. If I determine that you are cheating, then I will do one of the following actions as stated from the college’s policy:

One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing:

1. Review—no action.
2. An oral reprimand with emphasis on counseling toward prevention of further occurrences.
3. A requirement that work be repeated.
4. A reduction of the grade earned on the specific work in question, including the possibility of no credit for the work.
5. A reduction of the course grade as a result of item 4 above, including the possibility of a failing grade for the course.
6. Referral to the Office of Judicial Affairs for further administrative action, such as suspension or expulsion.

Announcements

Please check the class TalonNet [website everyday](http://www.cerritos.edu) for announcements. Recent announcements will show on the right-side of the home page. I may just email you the announcement to you. Make sure you read your email frequently.

Email Communication

- Please check your email everyday
- I may send you an email that is time sensitive and so you must check your emails daily to be sure you don’t miss an important message
• It’s your responsibility to keep up with the email
• Don’t worry I don’t send out that many emails, but when I do my expectation is that you have read it
• When sending an email to me:
  o On the Subject line be sure to put CIS 101 Online and the section #25181. Include in the message portion of the email a brief description of your question
  o Make sure you put your name as it appears on the class roster and student id in the email message
  o If the question is about an assignment please upload your file into the dropboxes in TalonNet. Then sent me an email with your question and let me know what file you have placed in the drop box.
  o Files uploaded into the TalonNet dropboxes will not be graded. They are for me to look at and email you back with the answer of your question.
  o Labs MUST be submitted in myITLab for grading.
  o Be sure to CC (courtesy copy) yourself on every email

**VERY IMPORTANT:** if you do not receive email from me on a regular basis, then there is a problem. Important messages will also be in the Announcements on the class myitlab website. Be sure to read the Announcements daily if you are not getting email from me. Email problems could be due to the following:
  o The email address is incorrect in your MyCerritos, TalonNet, and/or myitlab account. Verify that the email addresses are correct in all three accounts.
  o Your email system thinks my email is spam and it is filtering it out.
    ▪ Check your settings and put my email address in your address book as a “safe” address. Make sure the following emails are on your safe list: m.hohly@verizon.net and hohly@cerritos.edu
    ▪ Check your Junk email folder. Sometimes your email system will think my email is junk mail.

First Day’s Homework

• Make sure your MyCerritos, TalonNet, and myitlab accounts have your current email address
• Read and do the instructions on the myitlab Information page located on the class website in TalonNet. You need to do at least the first 2 steps.
• Take the Orientation Quiz via TalonNet. Login to TalonNet, go to the class site, click the Tests & Quizzes link, and then click the Orientation Quiz link to start the quiz.
• The quiz is due:
  o 25181 18 Weeks Monday August 17th by 11:45 PM Pacific Standard Time

Questions or need help?

• **TalonNet Technical Support:** If you are having technical problems or need assistance with TalonNet, then please contact the Academic Support Center at:
  o During business hours:  (562) 860-2451 x2404
    ▪ Current hours are posted on the Student Support page in TalonNet
    ▪ Monday – Thursday 7:30 AM – 9:00 PM, Friday 7:30 AM – 3:00 PM
  o Email: TNSStudentHelp@cerritos.edu
    ▪ cc me as well at m.hohly@verizon.net
  o Also, I suggest that you put the above email addresses in your list of contacts.
• **MyITLab Technical Support:** Go to http://www.myitlab.com/Student_Support for technical support on myitlab.
If you are having problems specific to an assignment, then you may email me at m.hohly@verizon.net your questions. Please upload the file into the dropbox in TalonNet then email me with the question you have on the file. I read my email daily and will try to get back to you within 24 – 48 hours.

Contact Information:

- Email me at m.hohly@verizon.net
- Schedule an office hour appointment with me if you would like to meet with me for help:
  - See the Office Hours & Class Schedule page on my home page
- My website is at http://web.cerritos.edu/hohly. It contains information about me, my office hours, contact information, and my other classes.