Fall 2015 ONLINE sections – 21225 and 21241

To be successful in an online section you must be motivated, disciplined, and able to read and understand the material in the books (eTexts) without the reinforcement provided by the lecture as well as use the MyITLab LMS (Learning Management System).

Email Address

I must have your email address!

If you did not specify an email address when you registered, you need to go back and do this using the My Cerritos student portal. If you want to use a different email address than what you supplied when you registered, use the My Cerritos portal to update your email address.

DO NOT try to contact me using a different email address. If I need to contact you using email, it will be using a PeopleSoft distribution list that uses the email address you provided the college.

Multiple email addresses are often a source of confusion and/or miscommunication. Determine what email address you want to use, make sure it is the one provided to the college (or update it if necessary) and always use this same email address for any correspondence.

If you send me an email message, please include the following information in the subject line:

CIS 101, class section number, your name, your student number

for example: CIS 101, 21225 (or 21241), Jack Wilson, 1234567

Website / TalonNet / MyITLab

All of the information for this course is on my website, in TalonNet, or in the MyITLab web site.

My web site was created using Microsoft SharePoint Designer. The website was designed to be viewed in Microsoft Internet Explorer 10 or higher.

You will need to have some familiarity with TalonNet. If you are new to TalonNet, there are student tutorials available when you log in. You should go through these tutorials to become familiar with how the system works.

Here are primary links in TalonNet which you will be using for this course: Gradebook, JW Website, Announcements, and MyITLab Login.

Here is the link for my website: http://www.cerritos.edu/jwilson
From this page click on the CIS 101 link.
Here is the link for TalonNet: http://talonnet.cerritos.edu
Here is the link for MyITLab: http://www.myitlab.com
Software Needed for this Course

You must have access to Microsoft Office 2013 (or Office 365) to complete some of the lab assignments for this course. This software is available in the CIS computer labs (MP 102 is the open lab). If you want to be able to work off campus, you will need to purchase this or download a trial version and install it. A 180 day trial version of Office 365 is available for purchase in your MyITLab course. You will see this once you have registered for MyITLab and logged in successfully. The cost of the trial version is $13.00.

Textbooks (e-texts and/or physical textbook bundle)

You need to buy:

- a bundle of books sold through the college bookstore which includes a MyITLab Access code
  - Bookstore bundle is: Technology in Action(PKG)(Cerritos College) Edition: 12th  $169.50
  - If you get the book bundle you will use the included access code during the registration process

- a MyITLab access code that will give you access to eText books (no physical copies, only digital versions) as well as all the rest of the MyITLab content
  - You get this as part of the registration process. Note: a credit card is required to purchase this during the registration process! Cost of this option is $119.55

There is an option to by an access code for everything BUT the eText books. The cost of this option is $89.00. This option is NOT recommended since you will have no access to the textbooks. When you choose the option for $119.55 you pay $30.55 more but you get ALL the MyITLab eTexts included in the package. If you purchase an access code only it is possible to upgrade to a printed book. However, the cost for doing this is $35.00 per book.

Described below are the books included in the Cerritos College book bundle available from the bookstore. Remember the bookstore bundle also includes an access code. Note: this access code will also give you access to the eText books!

Technology in Action 12th Edition Complete
ISBN 0-13-394956-7  [ concepts ]

GO! With Microsoft Windows 8 Introductory
ISBN 0-13-302891-7  [ Windows 8 lab activities ]

The Pearson Custom Program for CIS
Registration in MyITLab

There are Student Registration Handouts posted to the CIS 101 web site for each class section (Section 21225 and Section 21241). These handouts give you step-by-step directions for registering for your course in MyITLab. Please use the correct handout when you register in MyITLab!

Dealing with the access code can be tricky. The screen below shows the page displayed when you are ready to use or purchase an access code. The left side “Use an Access Code” is what you should click on if you bought a Cerritos College bookstore bundle. The right side “Online Purchase for MyITLab with eText for Office 2013: Exploring Series TIA, 12e” is what you should click on if you did not buy the book bundle and you want access to the MyITLab content and all the eTexts.

Note the statement under the options that allows you to get temporary access without payment for 14 days if you are purchasing an access code.

Select an Option

Use an Access Code
A prepaid access code might come with your textbook or in a separate kit.

Use a Credit Card or PayPal
Online Purchase for MyITLab with eText for Office 2013: Exploring Series TIA, 12e

Waiting for financial aid? Get temporary access without payment for 14 days. Use an access code, credit card, or PayPal before August 30, 2015 to stay in your course.
Organization of the MyITLab Course

Take a deep breath… The description of this section will seem very complicated and initially intimidating. It will become very straightforward once you starting working on assignments in MyITLab.

Take the time to go through the provided materials in MyITLab that describe all of the different things you may want or need to work with in MyITLab. The more background you have the easier it becomes to understand and use MyITLab.

You have 14 Assignment folders corresponding to the 14 assignments shown on the syllabus. Shown below is the contents of an assignment folder:

**Assignment folder**

- **Resources** subfolder
- **Activities** subfolder

The **Resources** subfolder contains the eTexts and other materials that you use to study and master the content in the Technology in Action concepts textbook or the Windows 8 and Office 2013 lab activities. Think of it as a virtual library where you go to study to get ready to complete the required activities of an assignment. You are free to pick and choose what you want to use when you study. Materials available include: eTexts, videos, PowerPoint presentations, Check Your Understanding chapter reviews (Technology in Action book), Skill-Based Training (usually 2 simulation projects labelled A and B for the Microsoft Office chapters), etc.

- For Assignments 02 – 14 when you open the Resources folder for an assignment you will see two subfolders
  - **Technology in Action Chapter XX** (for example Technology in Action Chapter 01, Technology in Action Chapter 05, etc.).
    - This subfolder has all the resources for the Technology in Action concepts book.
  - **Microsoft Application** (Word, Excel, PowerPoint, Access) **Chapter XX**
    - This subfolder organizes all the resources for one of the Microsoft Office chapters (Word 01, Excel 03, PowerPoint 01, Access 02, etc.)

- Remember that resources are materials you use to read, study, practice using simulations, or to take practice quizzes to prepare you for the graded assignment quizzes.

Below is the assignment folder structure for **Assignment 02**:

**Assignment 02 folder**

- **Resources** subfolder
  - **Technology in Action Chapter 01** subfolder [materials related to the Technology in Action book chapter 01]
  - **Windows 8** subfolder [materials related to the MS Windows 8 book chapter]
- **Activities** subfolder
Below is the assignment folder structure for Assignment 05:

**Assignment 05 folder**
- **Resources** subfolder
  - Technology in Action Chapter 04 subfolder [materials related to Technology in Action book chapter 04]
  - Word Chapter 02 subfolder [materials related to Microsoft Office book Word chapter 02]
- **Activities** subfolder

The **Activities** folder contains the required items you must complete for points for an assignment. Assignments 04 – 14 also include the extra credit quizzes based on the Microsoft Office chapters.

The **extra credit quizzes** are optional. Each one contributes a maximum of 2 points credit (11 assignments with extra credit quizzes worth 2 points each is where the 22 points extra credit come from). 50% to 64% correct earns you one point on an extra credit quiz. 65% to 100% earns you two points on the quiz. If you score less that 50% you do not earn any extra credit points.

Nearly every assignment has a **required quiz** you take based on a chapter in the Technology in Action concepts book and also a **lab activity** you are required to complete based on chapters in the Windows 8 book or the Microsoft Office application chapters.

- Microsoft Office required lab activities are usually one of two types of activities:
  - a **Skill-Based Exam Scenario**
    - a Skill-Based Exam Scenario is similar to a Skill-Based Training simulation but you are doing it to earn assignment points. You create an Office document using a simulated computer with Microsoft Office)
  - a **Grader Project**
    - a Grader Project requires you to download the directions for creating an Office document. You actually create the document, spreadsheet, presentation or database using Microsoft Office 2013. Once you are finished the directions tell you how to upload the completed document for grading in MyITLab).

All of the assignment activities are easily accessible from the **Assignment Calendar**. You can click on a date that has an alarm clock and see what the activities are you must complete for the assignment. You can also open an **Assignment folder**, then open the Activities subfolder for that assignment and see the assigned activities there.
Assignments, Quizzes, and the Final Exam

Every week that an assignment is due you will have until Sunday night of that week to complete the assignment. Every week there are usually 2 required activities you must complete. Take a quiz based on a chapter in the Technology in Action book AND complete a Skill-Based Exam Scenario or Grader Project based on a Microsoft Office application (Word, Excel, etc.).

You will have a total of 13 “concepts” quizzes based on the Technology in Action book. You will have a total of 14 lab assignments. 3 based on Windows 8, 2 based on Word, 1 based on PowerPoint, 5 based on Excel, and 3 based on Access.

Late Assignments / Quizzes

Late assignment activities will accepted after the due date but may be subject to reduced or 0 points. Anything you submit late in MyITLab is placed in a holding area. You won’t see a score for the activity until I as the instructor tell MyITLab to accept the late activity.

MyITLab Gradebook

All the points you earn on assignment activities are stored in the Gradebook in MyITLab. I collect the points from the Gradebook in MyITLab to determine your grade for the class at the end of the semester.

Teaching Schedule & Office Hours

On my web site start page www.cerritos.edu/jwilson is a link for my teaching schedule and office hours.

You may always visit me during an office hour. I welcome the opportunity to help you. If there are personal problems or challenges that are hindering your progress please come by and let me see if I can help you in some way.

Academic Honesty

You are required to do your own work for this class.

All of the following activities are considered cheating:

- submitting work done by another student
- giving another student a copy of your work
- helping another student to complete an assigned quiz, exam, exam-based simulation, etc.

Cheating may result in 0 points for an assignment or exam. You may also be dropped from the class. If you are given a zero for cheating on an assignment or exam there will be no makeup.

Working collaboratively to understand the requirements of an assignment or how to use the software (Windows, Word, PowerPoint, Excel, Access) with another student is OK. However… every student is expected to do the assignments individually.

Collaboration does not mean one student sits at the computer and one or more other students watch and make suggestions! I will not accept an assignment submitted by two or more students for which I find the content to be identical. This includes spouses, siblings, parents/children, coworkers, lovers, etc.. You may not turn in work that has been performed by somebody else! No exceptions!!!
MyITLab can detect when one student submits a graded project (assignment) created by a different student. Even attempting to just copy and paste work from another student's document is flagged.

Extra Credit

You may earn UP TO 22 points extra credit by completing the EOC (end-of-chapter) quizzes for the lab activities. See the description of the extra credit points in the earlier section Organization of the MyITLab Course.

Attendance

To meet attendance requirements I need to determine that you worked on an assignment. Every week an assignment is due I will check to see if you submitted all or part of the assignment. If nothing was submitted you will be considered “absent” for that week. Multiple weeks with no submissions may be grounds for dropping you for not “attending” class.

Withdrawal

It is YOUR responsibility to drop this course if it becomes necessary. Withdrawals must be completed by the required withdrawal deadlines. These are listed at the bottom of the Syllabus. As the policy states, "Failure to officially withdraw from class(es) may result in an "F" grade for each class."

Please keep in mind that the college has an excessive withdrawal/failure policy. If you take a class and withdraw from it or fail it twice, you will not be permitted to sign up for the class again without permission from the Counseling Department. Permission is not automatically granted!

Computer Labs

You can work on campus in the CIS labs in (primarily MP-102 but perhaps also MP-104). MP-102 is generally the "open lab" but at times a different room may be made available as open lab. The days/hours the labs are open will be posted outside of the rooms. If you intend to work in the CIS labs, make sure you know what days/hours the labs are available. You may also be able to work in the student lab in the Library.

As long as this document is, it doesn’t cover everything. I will periodically contact you by creating an announcement in TalonNet and also sending the announcement through email to cover additional topics, questions, etc.

It is important for you follow the schedule on the syllabus. Most of the time when a student does not successfully complete a class it is because he/she got behind and couldn't catch up. Please don’t let this happen to you.

Good luck in class. I hope you will find this an enjoyable learning experience. Feel free to come see me during an office hour if you need help.

-- Mr. Wilson

last update: 10/6/2015