Introduction

The enclosed information is required reading 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 in TalonNet. The quiz must be taken on the first day of class. The first day of class/deadline is:

- **Section 21114**: February 1st by 11:45 PM Pacific Standard Time
- **Section 23727**: February 1st by 11:45 PM Pacific Standard Time

**Important Note**: The quiz will be available in TalonNet one 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 9/8 sometime after 10:00 am. If you cannot access the quiz after 10:00 am on the first day of the term, then please email me.

Other introduction items to note:

- This class is very full with a wait list. Students that do not take the orientation quiz by the above date will be marked as a “no show” and dropped allowing students on the wait list to be moved on to the roster
- Students on the wait list must **be patient** and wait until 9/9 5:00 PM to find out if they have been added to the class.

**Class Website** – the class website is located on TalonNet at [https://talonnet.cerritos.edu/xsl-portal](https://talonnet.cerritos.edu/xsl-portal)

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 [https://talonnet.cerritos.edu/xsl-portal](https://talonnet.cerritos.edu/xsl-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 messages and Course Sites Quick Links.
4. Next click the CIS 101 course link. If you do not see the CIS 101 course link, then click the My Sites drop-down arrow and then click the CIS 101 course link.

After you have logged in and have found the class website your screen should look similar to the following screen shot.

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. Next, read the Orientation Document. Be sure to complete the Orientation Quiz on the Test & Quizzes page by the first day of the class.

If this is the first time using TalonNet, then you will want to go through the Student Guide. It is located on the Help page:
The steps are:

1. Click the Help link to see the Student Guide book. Click the Student Guide to see the chapters.
2. You will only need to go through the chapters that we will be using in the class.
To get started you should review the following chapters:
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:
  - 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 daily basis for the class work due each day. Don’t rely on me to remind you/tell you each day/week what to do. I will send out reminders to get you started and for the exams. But it is your job to attend the class by going in to the class website and do the work.
- 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 – Web browsers
    - Firefox (recommended), Google Chrome, or Internet Explorer to access the class website on TalonNet
    - Firefox is the best for TalonNet

Hardware and Software

You need a computer that has:

- An Internet connection – high speed is preferred such as DSL or Cable
- Windows operating system
• A web browser (Google Chrome, FireFox, or Internet Explorer) for accessing materials on the Internet and in TalonNet. FireFox is best for TalonNet.

• Microsoft Office **Professional 2013 – It is the preferred version. The professional version includes Access. Standard editions do not have Access.** The 2013 version is the version used for the lab assignments and training/resources/instructions. Please don’t email me asking if you can use the 2003, 2007 or 2010 versions or the Mac versions. Also, 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 the Windows version.
  o 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, fonts, themes and so on in the other versions. You will get points taken off.
    ▪ If I cannot open up the file in Office 2013, then I cannot grade. The file must be compatible with Office 2013. I will give you zero points if I cannot open it up and grade it.
    ▪ Plan ahead of the due date just in case you have problems. This will give you time to go to the computer labs on campus and get the work done before the due date.
    ▪ Please note that the MAC versions of Office do NOT have a database program like Access. You will need to go to the labs on campus that do have Access.

• 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.

An email account:

• Preferably a Hotmail or Gmail account
• You may use your current email account 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 as well. They should match in order for consistent communications from me. The steps in TalonNet: My Workspace tab, 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 lab in the Multi-Purpose building MP102 (old Liberal Arts building)
• The Learning Center (Library) has computers.
• Plan ahead and work ahead if at all possible. If you have problems with your computer you can go to campus and use the computers there. My response to your computer problems will typically be “Use the computers on campus.”
So how’s this online class going to work?

- Good news! All of the necessary materials are free. We will be using Open Education Resources (OER). My colleagues and other instructors around the country have created these resources and/or they will be resources from the Internet. So the materials are free. We have done our best to not infringe on copyrights.
- Please be patient. The materials were a collaborative effort and they may need some refinements. Also, remember content on the Internet is sometimes refreshed and sites change. That’s good and bad. A link to a resource might get broken or even removed. Please let me know if you find an error or broken resource. I will fix it as quickly as I can.
- All activities (quizzes, assignments, discussions and trainings, etc.) have due dates. In order to earn 100%/full points you must submit the assignment on the due date before 11:59 PM Pacific Standard Time. Once the activity is closed in TalonNet, then it is closed. I will not reopen closed activities.

Attendance:

Attendance is very important. Please read the attendance policy in the college’s catalog at [http://www.cerritos.edu](http://www.cerritos.edu). Students may be dropped from the class if they are considered to be excessively absent.

For online and hybrid classes attendance will be based upon doing the online activities such as the readings, assignments, discussions, quizzes, and tests as assigned by the deadlines. You may be dropped if you fail to do 3 activities.

Academic Honesty/Dishonesty Policy

Please be sure to read the college’s Academic Honesty/Dishonesty Policy found in the catalogue. A copy of the catalogue is 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 and do your own 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.
TalonNet Announcements

- Please check the class website every day for announcements.
- Recent announcements will show on the right-side of the home page.
- To reduce the clutter announcements expire/are removed after a few days.

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. For the first week or two I send out a lot more emails in order to get you started.
- When sending an email to me:
  - On the Subject line be sure to put CIS 101 Online & Section Number with a brief description of your question. This will avoid the “What section are you in?” email.
  - Make sure you put your name as it appears on the class roster and student id in the email message. This will avoid the “Who are you?” email from me and delay in getting your answer.
  - Be very specific with your question so that we don’t play email tag. Include assignment name/number, page and step number, and specific error.
  - If the question is about an assignment please attach your file to the email
  - 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 TalonNet class website. Be sure to read the Announcements daily if you are not getting email from me.

Email problems could be due to the following:
- The email address is incorrect in your MyCerritos account. The email address is incorrect in TalonNet. Verify that the email address is correct in both accounts.
- 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. Check your Junk email folder.

First Day’s Homework

- Make sure your MyCerritos account and TalonNet account has your current email address
- Go through the Student Tutorials mentioned earlier, especially the Test & Quizzes tutorial
- Do the “Getting to Know You” and the “What is OER?” discussions in the Discussion Forums page.
- Read the Course Syllabus and this orientation document.
- Take the Orientation Quiz via TalonNet. Login to TalonNet, go to our class site, click the Tests & Quizzes link, and then click the Orientation Quiz link to start the quiz.
- Reminder: the quiz is due:
  - **Section 21114:** February 1st by 11:45 PM Pacific Standard Time
  - **Section 23727:** February 1st by 11:45 PM Pacific Standard Time

- Do the Getting to Know You Discussion
• Also, I will send out emails about what’s next after orientation. So keep checking your email and/or the class announcements the first week of school.

Questions or need help?

• 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
  o Email: TNStudentHelp@cerritos.edu
    ▪ cc me as well at sfuschetto@cerritos.edu
• Also, I suggest that you put the above email addresses in your list of contacts.
• If you are having problems specific to an assignment, then you may email me your questions. Please include the file with the question by attaching it to the email. Be specific and follow the directions above about email communication. I can respond much quicker if I do not have to play detective.

Contact Information:

• Email me at sfuschetto@cerritos.edu
• Do NOT call me and leave a message. This term I am 100% online so I will not get the voicemail. If you want to talk, then in your email put your phone number and I will call you.
• Office hours: see my website for current office hours
• My website is at www.cerritos.edu/sfuschetto . It contains information about me, my office hours, contact information, and my other classes.