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 in TalonNet. The quiz must be taken by the end of the first day of class. The first day of class/deadline is:

- **Section 21808**: 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 9/8, then please email me.

Other introduction items to note:

- This class is very full with a waiting 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 waiting list to be moved on to the roster
- Students on the waiting 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 151 course link. If you do not see the CIS 151 course link, then click the My Sites drop-down arrow and then click the CIS 151 course link.

After you have logged in and have found the class website your screen should look similar to the following screen shot. Okay this is a screen shot of CIS 101. The CIS 151 Home page is similar.

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:
My Workspace

Syllabus – which contains the course outline with important information such as the textbooks, materials, office hours, and the class schedule with due dates

Gradebook

Announcements – very important to read the announcements every time you log in

Tests & Quizzes

Objectives of this course

- Transferable to CSU
- To become proficient in Excel
- Learn beyond the basics of Excel
- Create macros
- To get an introduction to VBA

Prerequisites and Recommendations

- Prerequisites: technically none
- Be self-disciplined – meaning you need to read and do your assignments weekly and read the announcements and your email everyday
- Be proactive --- it is your job to check the class website on a 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. But it is your job to get in to the class website and do the work. Just like an on campus class you must “attend” the class weekly and you do this by doing the work each week.
- What you should know:
  - Windows
    - How to name and save files
    - File Explorer – file management: 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 TalonNet and MyITLab class sites
    - 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
- Microsoft Office Professional 2013/Excel 2013 – yes really, please don’t email me asking if you can use the 2003 or 2007 or 2010 version or the Mac version. The lab books and MyITLab match the 2013 version. Also, there are new features you will be using that are not in the older version. You may use the computers on campus. They have Office Professional 2013/Excel 2013.
- A web browser such as Internet Explorer or Firefox or some other browser
• Microsoft Office Professional 2013 is cheap (around $39) at www.collegesoftware.org. Please note that if you order it by mail, then it may take 2 weeks to get the software. So order it ahead of time.

Data files:

• The directions for getting the data files are part of the assignment instructions.

An email account:

• Preferably a Hotmail or Gmail account
• You may use your current email account
• Suggestion – 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: 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 lab in the Multi-Purpose building, first floor. Also, there are lab aides and tutors available in the CIS labs that can help you.
• The Learning Center (Library) has computers. Be sure to ask to use the computers that are set up for MyITLab.
• 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.”

All activities (quizzes, assignments, 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.

• Late activities will be marked down 10% for each week late.
• Please don’t think you can submit everything on the last week of the term. I need to take attendance from the quiz and lab assignment submittals. Read the attendance policy on the Course Syllabus.

Reading the textbook:

• You will need to read about 1 chapter each week.
• See the Class Schedule section on the Syllabus for which chapter(s) to read each week
• Take a quiz for each chapter from the textbook
• The quiz will be posted to the MyITLab class website
• You get **2 attempts** for the quizzes.
• Each quiz will be randomly generated including the second attempted quiz.

Lab Assignments:

• Some weeks you will do 1-2 lab assignments each week.
• The due dates are in MyITLab, Assignments and on the course syllabus.
• Note: In the MyITLab, Assignments you will only see the scheduled/due items. See next bullet point.
• All of the instructions, data files, and other resources for the lab assignments will be in MyITLab, Course Materials and their respective folders. Please be sure to check the Course Materials before you start working on the lab assignment.
• Typically you will do a skills training (video/audio steps).
• Optionally review videos and PowerPoints lectures both with and without audio.
• Then you will do a separate project assignment requiring you to download file(s) from MyITLab; do the assignment using the Office Professional 2013 software on your computer (separate from MyITLab); and then upload and submit the completed project file(s) to MyITLab.
• Grading process --- for the majority of the assignments and trainings you will receive immediate scores/feedback when you submit them 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.
  o For the MyITLab Projects you will get unlimited chances to submit and improve your grade before the due date
  o For the MyITLab Trainings you will get unlimited chances to submit and improve your grade before the due date
• When you submit the Grader Projects 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
• I post the trainings and assignments in advance. So that 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. I strongly suggest that you work ahead of schedule just in case something happens.

Important Note About the Book & Access Code: Please buy the book and MyITLab access code before the class starts. I DO NOT recommend that you buy them from an Internet store. If you buy the book from an Internet store because you will still need to buy the $89 MyITLab access code. So the book and access code at the college’s bookstore listed on the course syllabus are really the best deal at $118 (retails $179). Please note: if the bookstore runs out of the book, then you will need to special order it and it will take a few days to get the book. Don’t just keep checking back at the bookstore. Special order it to guarantee that you get the book.

Tests:

• There are no tests. There are quizzes for each chapter each week as explained above.

Attendance:

Attendance is very important. Please read the attendance policy in the college's catalog at 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.

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. MyITLab checks this too.
  - Be sure to submit files that are in Office 2013 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. 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. Secondly, 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
- When sending an email to me:
  - On the Subject line be sure to put CIS 151 Online with a brief description of your question
  - 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 tutorial number, assignment name/number, page and step number, 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.
  - Sometimes I will send individual students an email via MyITLab that is related to a submittal. Please check the email from MyITLab.
    - Please do not respond or send me email using MyITLab. I respond much quicker when email is in my sfuschetto@cerritos.edu account.

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
- 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.
- The quiz is due:
  - Section 21808: 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 and about getting started in MyITLab and other important emails. 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 with MyITLab then contact the MyITLab support at 800-677-6337. They are available 24/7.
If you are having technical problems or need assistance with TalonNet, then please contact the Academic Support Center at:
- During business hours: (562) 860-2451 x2404
  - Current hours are posted on the Student Support page in TalonNet
- 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 with the page, step, error message, etc. 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 will be done online. See my website for current office hours.
- My website is at [www.cerritos.edu/sfuschetto](http://www.cerritos.edu/sfuschetto). It contains information about me, my office hours, contact information, and my other classes.