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 this course. At the end of reading this document you will need to complete the Orientation Quiz and submit it to me by the end of the first day of class. The first day of class/deadline is:

- Section # 21750: September 8th 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.

- 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 wait list to be moved on to the roster
- **Wait List Students:** If there are open “seats”, then on 9/9 I will add students on the wait list. Wait list students need to check their MyCerritos accounts and/or email to verify enrollment in the class. You will also, then be added to TalonNet and be required to take the orientation quiz. Because you are on the wait list and not enrolled you may not be able to access TalonNet or the class website before I add you. Please be patient.

**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 201 course link. If you do not see the CIS 201 course link, then click the My Sites drop-down arrow and then click the CIS 201 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 201 home page will look similar to this page.

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 syllabus with important information such as the textbooks, materials, office hours, and the class schedule
- Assignments
- Gradebook
- Announcements – very important to read the announcements every time you log in
- Tests & Quizzes
- Forums

Objectives of this course

- Transferable to CSU
- To learn about:
  - the Systems Development Life Cycle (SDLC)
  - what a Systems Analyst does
  - tools and techniques used during the SDLC
  - systems development best practices
  - user interface and output design concepts
  - use a case study to apply systems development theory

Prerequisites and Recommendations

- Prerequisites: technically none
- Recommendations: this class if for CIS and business majors, IT professionals, and students who are interested in becoming a systems analyst
- Be self-disciplined – meaning you need to read and do your assignments every week, read the website announcements and your email everyday.
- Not recommended for new computer users.
- 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.
  - Microsoft Office
  - Email
    - Compose a simple email
    - Attach a file to the email
  - Internet – Google Chrome, Firefox, Internet Explorer or some other browser. TalonNet works best with Firefox.

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 2010 or 2013. The CIS computer lab in LA3 has Office 2013. The Library computer lab has 2013.
A browser such as Google Chrome, Firefox, Internet Explorer or some other browser. TalonNet works best with Firefox.

**Discount software**
- The following site has discount student licenses for Office:
  - Professional Plus edition $39 download/$49 CD price
  - Office 2013 is very cheap as well

Data files:
- Some assignments may require data files. If a data file is needed, then the directions for getting the files are in the instructions for each project assignment on the class website.

An email account:
- You may use your current email account or create a new one 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 Liberal Arts building, LA3, Fall & Spring hours: [http://web.cerritos.edu/sfuschetto/SitePages/CISLabHours.htm](http://web.cerritos.edu/sfuschetto/SitePages/CISLabHours.htm)
- The Learning Center (Library) in the Computer lab.
- 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 be “Use the computers on campus.”

**So how’s this online class going to work?**

Reading the textbook:
- You will need to read about 1 chapter each week.
- See the Class Schedule section on the Syllabus for reading schedule
- The test questions will be taken from the textbook
- Chapter reviews will be posted to the class website to help prepare you for the exams

Discussions:
- There may be at least one discussion each week. Most of the discussions are about the chapter readings. Some are about your designs. Please be sure to check the Discussion Forum tool each week.

Projects/Assignments:
- The instructions and deadlines for each assignment will be posted to the class website in TalonNet on the Assignments page
- You will do your assignment and then upload the file(s) to the specific assignment
• The assignments have strict deadlines. The assignments must be submitted by the due date before 11:45 PM Pacific Standard Time.
  o Assignments will NOT be accepted late. It is especially important that you do the assignments on time. We will be doing a case study. I will need to grade your work, and give you feedback before you work on the next assignment.

• Grading process --- after the assignment has been graded please check your score in the specific assignment on the Assignments page. Make sure you scroll down to read any Instructor’s Comments I may have written to give you feedback. Be sure to check the comments even if you get the full points/credit for the assignment. There may be valuable feedback that could help you with your next assignment. Near the end of the course please be sure to check all of the scores in the Gradebook. I try to do the grading at least once a day, but I too have meetings, other classes, and family obligations. So, don’t panic if I have not graded your assignment right away. Please give it a couple of days before you email me about a missing grade.

• I will post as many assignments as I can to the Assignments page ahead of time. So if you want to you can work ahead and submit them early.

• Important: Again, let me reiterate this point. It is very important that you keep up with your assignments. We will be doing a case study throughout the term. You must complete the assignments in sequence. They build on each other and you need to get the feedback on previous assignments before moving on to the next assignment.

**Important Note:** Please buy the books before the class starts. This is especially important if you are buying the books from an Internet store. The bookstores on the Internet are notorious for promising the books in time and then they arrive late.

Tests:

• There will be four online tests. They are one hour timed tests. In most cases I post the tests one week in advance of the due date. You must complete the test before 11:45 PM Pacific Standard Time on the due date. Please check the Syllabus for the test dates.

• As stated above the questions will be from the textbook

• Chapter reviews will be posted to the class website. 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.

Submitting Assignments:

• You will be uploading files to each assignment in TalonNet. You will NOT be emailing me your assignments. Please go through the Assignments tutorial found on the Welcome page on TalonNet to learn how to submit assignments.

• Thoroughly check your assignments before submitting them to me

**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.

What is Cheating? Podcast

Please listen/view the “What is Cheating?” podcast on this web page: http://web.cerritos.edu/sfuschetto/Sitepages/WhatsCheating/WhatsCheatingPodcastPage.html. There are questions from this podcast on the orientation quiz.

Announcements

- Please check the class website everyday 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. The first week or two I send out a lot more emails to get you started.
- When sending an email to me:
  o On the Subject line be sure to put CIS 201 Online with 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. This will avoid the “Who are you?” email from me and delay in getting your answer.
  o Be very specific with your question so that we don’t play email tag.
  o If the question is about an assignment please attach your file to the email
  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 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 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 Assignments tutorial
- 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 # 21750: September 8th by 11:45 PM Pacific Standard Time

Questions or need help?

- 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 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.