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:

- **Online #25525 - September 6th 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 waiting 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 waiting 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 202B course link. If you do not see the CIS 202B course link, then click the More Sites drop-down arrow and then click the CIS 202B 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 the CIS 101 home page. The CIS 202B home page will look 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 syllabus with important information such as the textbooks, materials, office hours, and the class schedule
• Gradebook
• Announcements – very important to read the announcements every time you log in
• Tests & Quizzes
• Assignments
• Resources
• Forums

Objectives of this course

• Learn:
  o Microsoft Project's user interface/navigation
  o Create project plans
  o Use the different reports and views
  o Critical path analysis
  o Add resources to tasks
  o Track resources
  o Reporting and sharing project information
  o And, many more of the MS Project tools

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.
• What you should know:
  o Windows
    ▪ How to name and save files
    ▪ File Explorer – file management: how to find, save, copy, rename, and delete files, etc.
  o Microsoft Office basics – familiarity with Excel, PowerPoint, and Word to use the sharing data and report features of MS Project.
  o Email
    ▪ Compose a simple email
    ▪ Attach a file to the email
  o Internet – Google Chrome, Internet Explorer, FireFox or some other browser
    ▪ Used to access the class website on TalonNet

Hardware and Software

You need a computer that has:

• An Internet connection – high speed is preferred such as DSL or Cable
• A browser such as Google Chrome, Internet Explorer or Firefox. FireFox is the preferred browser for the class site in TalonNet.
• Windows operating system
• Microsoft Project 2013
  o Microsoft Project Professional 2013 can be obtained through the CIS MSDN program for free or for a small fee $19.95 plus shipping and handling (allow for 1 – 2 weeks).
Windows 7 and 8 are also available through the CIS MSDN program for free or for a small fee.
I will send out an email/announcement on how to sign up for the MSDN program after the class starts.
Can you use Project 2010? No because the new 2013 version has new features and some user interface differences and it will not match the textbook and files.

- Microsoft Office Professional 2010 or 2013/365 preferred
  Can you use Office Professional 2010? I don't know, maybe. The CIS labs will have Windows 8, Office 2013 Professional and MS Project 2013. So if you do not have the software or are having problems, then you can go to the CIS labs.
- Discount software
  The following site has discount student licenses:
  - http://www.CollegeBuys.org
  - Office 2010 Professional Plus edition $39 download/$49 CD price
  - Office 2013/365 Professional is also very cheap, but too many pricing options for this document.

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:

- You may use your current email account or you can 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. The computers in the Library only have Office 2013. They do NOT have MS Project software.
- 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?

Reading the textbook/materials:

- You will read a workshop (chapter) and do the steps. This is the “Prepare Case.” Consider it your lecture demonstration. The “Prepare Case” will be graded to be sure that you did do the lecture.
- Also, I may post more materials for reading/review to the TalonNet class site.
Lab Assignments:

- The instructions and deadlines for each lab assignment will be posted to the class website in TalonNet on the Assignments page.
- You will do your lab assignment and then upload the file(s) to the specific lab assignment.
- The assignments have strict deadlines. The assignments must be submitted on the due date before 11:45 PM Pacific Standard Time.
- Late assignments will NOT be accepted.
- Grading process --- after the assignment has been graded please check your score in the specific assignment from the Assignments page. Open the assignment and scroll down to read any Instructor’s Comments I may have written to give you feedback. Near the end of the course please be sure to check all of the scores in the Gradebook. My goal is to grade all of the submitted work within 48 hours after the due date. Sometimes I will grade before the due date. Please wait 2 days after the due date before you email me about a missing grade.
- Make sure you click the Grade and Submit button. I can only see and grade your work if you click this button. You can save your work as a draft, but I will NOT be able to grade it.
- Please be sure to upload all of the files and then press the Grade and Submit button.
- The assignments will be available one week before the due dates. I will try to post more assignments earlier if my schedule permits it. I know that some students like to work ahead of schedule, but this is a new textbook and I am redoing the entire course.

Submitting Assignments:

- You will submit your lab assignment file(s) to the assignment in the Assignments page in TalonNet.
- Please go through the Assignments tutorial found in the Help guide in TalonNet to learn how to submit assignments.
- Important note:
  - When naming your files be sure to use the filenames in the lab assignments
    - For example, don’t send me a file named “Project 1 – 2.xls” if the filename in the lab book says “Financial_Analysis_Firstname_Lastname.xls”
    - In this example you would name your file “Financial_Analysis_Jerry_Lewis.xls” if your name was Jerry Lewis.
  - Don’t include the “ " quotation marks
- Thoroughly check your lab assignments before submitting them to me.

Tests:

- There are 2 exams. One for each workshop.
- The final exam will be a comprehensive exam with questions from both workshops.
- The exams will be posted in the TalonNet class site on the Test & Quizzes page.
- The exams will be available one week before the due date.
- You must complete the exam before 11:45 PM Pacific Standard on the due date.
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. How does it apply to this class? Well first off make sure you are taking the tests and not someone else. Second, for the lab 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.
- The announcements are also emailed to you. I suggest that you keep them for later reference since they may expire/be 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:
  - On the Subject line be sure to put CIS 202B 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.
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 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 Guide in Help mentioned earlier, especially the Assignments chapter and the Test & Quizzes chapter.
- Read the Course Syllabus and 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: **September 6th 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: TNSStudentHelp@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/hybrid 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.