

-Orientation -

Class Website – the class website is located at 216.17.76.80.

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.

Other links on the front page include:

- Syllabus – which contains the course syllabus with important information such as the textbooks, materials, office hours, and the class schedule
- Orientation Instructions – This document.
- Orientation Quiz – just to show me you actually read and understand the course requirements.
- Lab Assignment Due Dates – a simple chart showing when things should be turned in. There are no hard due dates for assignments in this class but if you get too far behind this suggested schedule you will find it very difficult to catch up.
- Getting started with MyITLab – an explanation of how to register for the online portion of the course. This should be completed the first week of the class.
- MyITLab Student Grader instructions – instructions on how to download the grader exercises and upload them back to the MyITLab site.
- MyITLab link – you can click on this link to go directly to the MyITLab login site.
- CIS Lab Hours – There are no lab hours this semester.

Prerequisites and Recommendations

Prerequisites: technically none but you should understand the basics of using a Personal Computer and some knowledge of Windows 10

- 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 weekly/bi-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 may send out reminders to get you started and for the exams, but it is your job to get in to the class website and do the work.

What you should already know:

Windows - How to name and save files

File Explorer – file management: how to find, save, copy, rename, and delete files, etc.

Email – How to Compose a simple email and attach a file to the email

Internet – Use of a browser - Used to access the class website on Campus and MyITLab.com

Hardware and Software- You need a computer or access to a computer that has:

- An Internet connection – high speed is preferred such as DSL or Cable
- Windows 10 operating system
- A web browser such as Internet Explorer
- Microsoft Office 2019 or 365– yes really, please don't email me asking if you can use the 2003 or 2007 versions or the Mac versions. The lab books and myitlab match the 2019 version, and there are new features you will be using that are not in the older versions.
- Microsoft software at a huge discount for students: Get Office 2019 Professional (includes Access which is required for most CIS Introductory classes) for around \$79 at <http://www.journeyed.com/fccc>. Please note that it may take a minimum of two weeks to get the software from the College Software organization. Also, Cerritos College does not give students email addresses therefore you will need to order the software the old fashioned way via fax or U.S. mail.

- Another software discount: Go to www.theultimatesteal.com. If you have a .edu email address and are actively enrolled, then you will be able to buy Microsoft Office at \$79. Please note Cerritos College does NOT give students email accounts. However, when you click on the Buy button at the bottom of the page there's a link on how to get the software without the .edu email account. It will take 1 – 2 weeks to verify your enrollment.

- 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 an email account that does not change very often

- Or, you may use your current email account

- Important reminder: please be sure to enter your email address in to your MyCerritos student account and in Canvas and in myitlab as well. They should match in order for consistent communications from me.

So how's this online class going to work?

Reading the Technology in Action textbook:

- You will need to read 1-2 chapters each week

- See the Class Schedule section on the Syllabus for which chapters to read each week

- The exam questions will be taken from the textbook

Lab Assignments:

- The due date (suggested) for each lab assignment will be posted to the class website on the Lab Assignments page or in myitlab or on the syllabus.

- The due dates are in myitlab and on the course syllabus.

- You will need to purchase an access code to myitlab.

- See required textbooks on the course syllabus

- You will be doing the ALL of your lab work in the myitlab course site at myitlab.com.

- For more information, please look at my class website and read the Getting Started with myitlab Information page. This page will get you started.
- You will typically do a skills training (video/audio steps) and a skills exam in the myitlab course site.
- Then you will do a separate project assignment usually requiring you to download file(s) from myitlab; do the assignment using the Office 2019 or 365 software (separate from myitlab); and then upload and submit the completed project file(s) to myitlab.
- Note: no assignments will be accepted after the final exam date
- Grading process --- for the majority of the assignments you will receive immediate scores/feedback when you submit the assignment 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.
- I will try to post assignments in advance. So if you want to you can work ahead and submit them early. Important Note:Please buy the books before the class starts. This is especially important in this class. Since the books are new editions I DO NOT recommend that you buying them from an Internet store. If you buy the books from an Internet store you will still need to buy the \$80 myitlab access code. So the book options listed on the course syllabus are really the best deal.

Tests:

- There will be an exam for each chapter in the Technology in Action textbook given online in myitlab. They will be called End of Chapter Exams. They are are timed tests.
- As stated above the questions will be from the Technology in Action textbook
- Chapter reviews will be posted to the myitlab class site. 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:

- As stated above you will be using myitlab to do the skills training, skills exams and uploading project files. You will NOT be emailing me your assignments except for the orientation quiz and SLO work. Please go through the Student Instructions: Working with Grader in MyITLab- PDF document myitlab Information page in Canvas Resource link, to learn how to submit project assignments.

- Important note:

When naming your files be sure to use the file names in the project assignments

For example, don't submit a file named "Project 1 – 2.xls" if the filename in the lab book says "Financial Analysis.xls"

- In this example you would name your file "FinancialAnalysis.xls"
- You may type the name in uppercase or lowercase
- Don't include the " " quotation marks

- Checking Your Lab Assignments:

- Thoroughly check your lab assignments before submitting them.
- For most assignments there are figures showing what the completed work should look like.

Academic Honesty/Dishonesty Policy

Please be sure to read the college's Academic Honesty/Dishonesty Policy found in the catalog and schedule of classes. A copy of the catalog 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 homework assignments make sure you create your own files from scratch and do your own work/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 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.

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 101 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
- 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, Canvas, and/or myitlab account. Verify that the email addresses are correct in all three 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 as a “safe” address. Make sure the following emails are on your safe list: - Bford@Cerritos.edu

Check your Junk email folder. Sometimes your email system will think my email is junk mail.

First Day's Homework

- Make sure your MyCerritos, Canvas, and myitlab accounts have your current email address
- Register for the MyITLab.com web site for the class. Remember you have 14 days free before it trashes your work for not buying an enrollment code.
- Take the Orientation Quiz - go to the class site, click the Tests & Quizzes link, and then click the Orientation Quiz link to start the quiz.
- The quiz is due by the end of the second week of class.

Questions or need help?

- MyITLab Technical Support: Go to http://www.myitlab.com/Student_Support for technical support on myitlab.
- If you are having problems specific to an assignment, then you may email me your questions at Bford@Cerritos.edu. Please include the file with the question by attaching it to the email. I read my email daily and will try to get back to you within 24 – 48 hours.

Contact Information:

- Email me at Bford@Cerritos.edu
- My website is at 216.17.76.80 It contains information about me, my office hours, contact information, and my other classes.