COURSE SYLLABUS

Course Information

CIS 050
Learning Online – An Orientation
1 Unit of Credit
Andres David Martinez, Instructor

COURSE DESCRIPTION

CIS 050 presents the basics of taking a course through the Internet.   It is designed to acquaint students with the skills required for success in an online course. Students will learn to navigate in an online environment, to communicate electronically with the instructor and other students, to submit course assignments and take tests, and to perform other related skills. Hardware and software needs are addressed as well as characteristics of successful online learners.   Students must have access to a computer that is connected to the Internet and must have an e-mail account.   Recommended Preparation: Knowledge of word processing, browser, and e-mail software.

COURSE GOALS

The purpose of this course is for you to acquire the ability to use the tools of technology and to develop the strategies necessary to be successful taking a course online.

COURSE OBJECTIVES

- Understand what online classes are and how a course management system works.

- Identify what types of assignments will be required in the online setting and what hardware and software is needed.

- Use the IVC course management system to participate in a class

- Communicate asynchronously and understand the concept of synchronous communication

- Review standards for academic writing and understand and use Netiquette in online communication.

- Use E-mail and send an E-mail attachment

- Recognize what personal characteristics are needed for success in an online course.

- Locate, evaluate, and effectively use information.

GRADING POLICIES

This course may be taken on a credit/no-credit basis. To earn a credit (CR) grade, you must obtain 70 or more points by the end of the course.

Grade Breakdown		Point System	
Class Discussions	30%	Class Discussion	3 @ 10 pts = 30
Quizzes/Evaluation	40%	Quizzes/Evaluation	4 @ 10 pts = 40
Assignments	30%	Assignments	3 @ 10 pts = 30

This is not a self-paced course – to earn points all submissions need to be received by the deadlines indicated.   Your full participation is not only a requirement, but it is an essential aspect of the online process.   You should login at least four times every seven days.

Students should plan to spend time:

- Logging into the class web pages at least four times every seven days
- Reading lectures and other resources
- Participating in on-line discussions and working on assignments,
- Completing quizzes and evaluation

CHEATING POLICY

Students are expected to uphold the school's standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work, examinations, reports, and projects must be that of the student's own work. You shall be guilty of cheating if you:

1. Turn in another student's work as your own.
2. Use or obtain unauthorized assistance in any academic work.
3. Give your work or unauthorized assistance to other students.
4. Misrepresent the content of submitted work

If a student is unclear about whether a particular situation may constitute cheating, the student should contact the instructor to discuss the situation.

For this class, each person must develop his or her own solutions to the assignments. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor.

CONTACTING TECHNICAL SUPPORT

If you are having technical difficulties contact Andres Martinez at andres.martinez@imperial.edu

CONTACTING YOUR INSTRUCTOR

Most interaction with other students and with me will be through the discussion boards; however, if you have any questions or concerns about the course, please contact me.

Blackboard Discussion Board
Post any questions or concerns in the 'Ask the Instructor' forum.

E-mail andres.martinez@imperial.edu
E-mail checked daily; responses sent within 24 hours.

Office Phone (760) 355.6126
Office is located in Room 308

Text: 760.554.7949

STUDENT SUPPORT SERVICES AVAILABLE FOR YOU

From the IVC home page, www.imperial.edu, you can also find information on other services available, including

Admissions
Associated Student Government
Counseling
EOPS
Financial Aid
Scholarships
Student Support Services
Talent Search
Transfer Center
Upward Bound
Library/Learning/Tutorial Services
Workforce Development Center
DSPS Disabled Student Programs and Services

Need for assistance: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please provide me with information regarding your special needs as soon as

possible so that appropriate accommodations can be made. You should also meet with the Disabled Student Programs & Services support staff and counselors.