

Basic Course Information

Semester	Fall 2022	Instructor Name	Alicia Paola Cota
Course Title & #	CIS 806	Email	alicia.cota@imperial.edu
CRN #	22044	Webpage (optional)	
Room	3109 & Hyflex	Office	
Class Dates	Friday	Office Hours	
Class Days	Feb 24, 2023 - May 19, 2023	Office Phone Cell/Text Phone	
Class Times	1:00 pm – 3:50 pm	Office contact if student will be out or emergency	Tisha Nelson tisha.nelson@imperial.edu
Units	0 units		

Course Description

An introductory course to acquaint students with the skills required to succeed in an online course. Students will learn to navigate an online environment, communicate electronically with the instructor and other students, submit course assignments, take tests, and perform other online and computer-related skills. Students will gain experience using a course management system and engage in video conferencing and other technologies used in online courses. The course content will be given in English and Spanish.

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Utilize IVC's course management system to participate in an online course. (ILO1, ILO2, ILO4).
2. Host and present on a subject of your choosing using video conferencing software. (ILO1, ILO2, ILO4).
3. Identify and evaluate a website using six criteria: authority, accuracy, objectivity, currency, coverage, and appearance. (ILO1, ILO2, ILO4).

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Identify what online classes are and how they work.
2. Demonstrate ability to navigate an online course.
3. Complete online assessments.
4. Identify hardware and software that is needed in online courses.
5. Use the IVC course management system to participate in an online class.
6. Communicate synchronously utilizing concepts of Netiquette.
7. Use E-mail and send an E-mail attachment.
8. Recognize what personal characteristics are needed for success in an online course.
9. Perform basic word processing tasks such as creating, opening, editing, and printing word processor documents.
10. Participate in a video conference

Work-based Learning

Work-based learning (WBL) allows students to apply classroom content in professional settings while gaining real-world experiences. These opportunities will provide you with a deeper, more engaging and relevant learning

environment. This semester, I will be offering the following WBL activities in order to provide you with the opportunity to explore career options in Computer Information Systems.

WBL Activity Name	WBL Activity Description
WBL Activity 1: Send an Email	Send an Email with Attachment
WBL Activity 2: BestBuy Activity	Learning to shop for Computer Hardware & other Technology. An application-based learning experience in shopping on a budget at BestBuy online.

Some examples of WBL assignments are job shadowing, informational interviews, guest speakers and workplace simulations.

Textbooks & Other Resources or Links

- No textbook required.

Course Requirements & Instructional Methods

We will be using Canvas to conduct this class online.

Logging into Canvas

- Go to <https://www.imperial.edu/students/canvas/> and follow the login instructions to login.
- Once logged in, click on the course OR click on 'Courses' on the left menu and click on 'All Courses' to view your courses.
- Read the course syllabus.
- Read the document under Week 1 entitled "Week 1 Online Things to Do." This outlines exactly what you have to do and by when you have to do it for Week 1.
- Become familiar with the course

The online version of this course is not self-paced. There are strict deadlines that need to be met every week. You will be given a list of weekly deliverables that you will be responsible for. You can find these under the appropriate weekly heading (ie. Week 1 Things To Do). Any questions you may have about the course can be posted in the 'Ask the Instructor' forum inside Canvas.

You must have access to a computer. The computer must have access to the Internet. You will also need access to a computer that has Microsoft Office installed on it (MS Word, Excel, and PowerPoint).

Course Grading Based on Course Objectives

Grading Scale

Tests	20%	60 –100%	P
Final Exam	30%	0 – 59%	N P
Discussions	25%		
Inbox Message, Email, Zoom Meetings Assignments	25%		

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor.
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question. Anyone caught cheating will receive a zero (0) on the exam or assignment and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following:
 - plagiarism
 - copying or attempting to copy from others during an examination or on an assignment;
 - communicating test information with another person during an examination;
 - allowing others to do an assignment or portion of an assignment
 - use of a commercial term paper service

Additional Help – Discretionary Section and Language

- Canvas Support: Can be [found online](#) and/or at the Canvas Hotline: (877)893-9853
- Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information visit the [Student Health Center Website](#). The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the [IVC General Catalog](#) available online.

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Tentative Class Schedule

Week	Activities
Weeks 1	Course Orientation
Weeks 2	Video Conference
Weeks 3	Distance Education
Weeks 4	Hardware and Software
Weeks 5	The Basics of Online Courses in Canvas I
Weeks 6	The Basics of Online Courses in Canvas II
Weeks 7	Midterm Exam
Weeks 8	The Basics of Online Courses in Canvas III
Weeks 9	The Basics of Online Courses in Canvas IV
Weeks 10	Basic Word Processing
Weeks 11	Email
Weeks 12	Online Experience
Weeks 13	Final Exam

*Schedule is tentative and is subject to change. The instructor will notify students of any changes.