Basic Course Information

Semester:	Spring 2024	Instructor Name:	Alicia Paola Cota
Course Title & #:	CIS 120 Word I	Email:	alicia.cota@imperial.edu
CRN #:	20082	Webpage (optional):	https://imperial-edu.zoom.us/j/8843042196
Classroom:	Online	Office #:	
Class Dates:	Feb 12 – Mar 22	Office Hours:	Monday and Wednesday 5:00 pm to 5:30 pm
Class Days:	Online	Office Phone #:	
Class Times:	Online	Emergency Contact:	Department Secretary 760-355-6361
Units:	1 unit	Class Format/Modality:	Online

Course Description

This course 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. (Nontransferable, AA/AS Degree only).

Course Prerequisite(s) and/or Corequisite(s)

None

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 screenshots in an online environment. (ILO1).
2. Properly identify and verify a websites validity and content. (ILO2).
3. Utilize multiple search engines as well as features built into those search engines to become efficient at searching. (ILO3).

Course Objectives

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

1. Understand what online classes are and how they work.
2. Identify what hardware and software is needed to get started.
3. Use the IVC course management system to participate in a class.
4. Communicate synchronously and understand the concept of Netiquette.
5. Use E-mail and send an E-mail attachment.
6. Recognize what personal characteristics are needed for success in an online course.

Updated 6/2023

Textbooks & Other Resources or Links

We are using an open educational resource, which will be embedded in the weekly modules

Course Requirements and Instructional Methods

We will be using Canvas to conduct this class online. Logging into Canvas

   a. Go to https://www.imperial.edu/students/canvas/ and follow the login instructions to login.
   b. Once logged in, click on the course OR click on 'Courses' on the left menu and click on 'All Courses' to view your courses.
   c. Read the course syllabus.
   d. 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.
   e. Become familiar with the course.

 You must have access to a computer. The computer must have access to the Internet.

Attendance

A student who fails to attend the first meeting of a 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. Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Online Netiquette

Grammar: Use proper grammar and college-level writing in all class interactions. Linked Content: All content linked within the course should be 'safe for work' and appropriate. Debate vs. Flaming: Debates are encouraged within the discussion forums. People are entitled to their opinions and a difference of opinions is welcomed. Debate the point using facts and researched credible content. Do not use offensive language and/or personal attacks toward other students. Respect: Respect one another.

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 4 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 a portion of an assignment use of a commercial term paper service.

Institutional Policies

Standards of Student Conduct: Information can be found here: https://www.imperial.edu/students/studentaffairs/standards-of-student-conduct/ Links to an external site.

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 760-355-6312 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 full-time mental health counselor. For information see http://www.imperial.edu/students/studenthealth-center/ 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 at https://www.imperial.edu/students/student-guides/

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. Speak with our library to learn more about information literacy. https://www.imperial.edu/coursesandprograms/divisions/arts-and-letters/library-department/

Late Submissions To complete the course successfully, please strive to meet all deadlines, especially on interactive elements (discussions) of the course. If life events interrupt your class work, I will work with you! Please contact me as soon as possible so I can help you stay as current and provide as much support as possible. Points will be deducted for late work.

Course Grading Based on Course Objectives

Grading Scale

- A = 90-100%
- B = 80-89%

Updated 6/2023

- C = 70-79%
- D = 60-69%
- F = Below 60%

 *Grade breakdown subject to change

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

Course Policies

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.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit http://www.imperial.edu/studentresources or click the heart icon in Canvas.
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.

Contacting the Instructor

Here are a few ways to contact me if you have any questions:
1. Send me an inbox by canvas This is the fastest way to contact me.
2. Email me at Alicia.cota@imperial.edu. Include your name and class as the subject.
3. Send me a message by phone 760-235-7036. Include your name and class.

Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic	Due
Week 1	Syllabus & Introduction Screenshot, Netiquette, Prevent Hacking	End of Wk 1
Week 2	Distance Education	End of Wk 2

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Week 3	Canvas Navigation Menus	End of Wk 3
Week 4	Differences between Canvas Activities: Discussions, Quizzes, Assignments	End of Wk 4
Week 5	Email	End of Wk 5
Week 6	Web Pages Evaluation Final Exam	End of Wk 6

Subject to change without prior notice