

## Basic Course Information

Semester:	Fall 2025	Instructor Name:	Karina Anaya
Course Title & #:	CIS 806	Email:	karina.anaya@imperial.edu
CRN #:	12019	Webpage (optional):	N/A
Classroom:	801	Office #:	N/A
Class Dates:	8/29/25 - 11/14/25	Office Hours:	TBA
Class Days:	Friday	Office Phone #:	N/A
Class Times:	01:00 PM - 03:50 PM	Emergency Contact:	N/A
Units:	0	Class Format:	In-person

## Course Description

An introductory course for English learners to acquaint students with the skills required to succeed in an online course. Students will learn to navigate an online environment, to communicate electronically with the instructor and other students, to submit course assignments and take tests, and to perform other online and computer related skills. Students will gain experience using a course management system. Students will engage in video conferencing and other technologies used in online courses. (Nontransferable, nondegree applicable)

## 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 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. Understand 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.

### Textbooks & Other Resources or Links

None

### Course Requirements and Instructional Methods

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

### Course Grading Based on Course Objectives

Assessments	% Grade
Assignments	40
Discussion Forums	10
Quizzes	20
Final Exam	30
Total Grade	100%

#### Grading Scale:

- PASS = 60 – 100%
- NO PASS = 0 – 59%

### Course Policies

#### Attendance Policies:

- The course is designed with late-start hours in mind; therefore, all students must have their attendance recorded. This includes late arrivals and early dismissals.
- This is an In-person course therefore attendance is **mandatory**.

#### Late Work Policy:

- Plan assignments/projects for the week, **contact me** for any emergency situations that prevent you from completing the assignment.
- Late assignments are only accepted after **one week** of being assigned with prior permission.
- No late Quizzes/Exams accepted.

### 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.

## 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.

## Anticipated Class Schedule/Calendar

Date or Week	Activity, Assignment, and/or Topic
Week 1	Syllabus, Video Conference
Week 2	Distance Education
Week 3	Hardware and Software
Week 4	Canvas 101 – Part 1
Week 5	Canvas 101 – Part 2
Week 6	Microsoft Word
Week 7	Email
Week 8	Online Experience

**\*\*\*Subject to change without prior notice\*\*\***