



IMPERIAL VALLEY COLLEGE

### Basic Course Information

Semester:	<b>Fall 2024</b>	Instructor Name:	Alicia Paola Cota
Course Title & #:	<b>CIS 806</b>	Email:	<b>alicia.cota@imperial.edu</b>
CRN #:	12058	Webpage (optional):	
Classroom:	3109	Office #:	3109
Class Dates:		Office Hours:	5:30 pm
Class Days:	Tuesday - Thursday	Office Phone #:	760-235-7036
Class Times:	6:00 – 8:10 pm	Emergency Contact:	
Units:	0	Class Format/Modality:	Face to face

### 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. Apply calculating formulas and functions to produce a worksheet.

### 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.

Updated 6/2023



10. Participate in a video conference.

## Textbooks & Other Resources or Links

**NOTE: This course uses Zero Text Cost material, so it is optional if you want to purchase the Cengage products.**

## Course Requirements and Instructional Methods

### 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

Activities	Percentage
Assignments	20 %
Projects	24 %
Exams / Quiz	32 %
Discussions	24 %
Total	100%

### Grading Scale

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

## 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

### Guidelines

- This course is designed to take about **6-8 hours per week (on average)**. **Please plan to:**
  - Set aside time each week to view all module materials and submit required work
  - Log in regularly each week to check for announcements, grades, messages, and comments



- Participate in online discussions, and respond thoughtfully to your peers

### Drop Policy

- **During the first week:** Complete your first Discussion by Wednesday 11:59 p.m. in order to mark your attendance and secure your spot!
- **Throughout the term:** Submit work regularly to show your active attendance. If you do not submit work for 2 modules in a row, you may be dropped for non-participation!
- **It is the student's responsibility to drop or officially withdraw from the class.**

### 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 & Introduction Screenshot, Netiquette, Prevent Hacking
Week 2	Distance Education
Week 3	Canvas Navigation Menus
Week 4	Differences between Canvas Activities: Discussions, Quizzes, Assignments
Week 5	Email
Week 6	Web Pages Evaluation Final Exam

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