CIS 77X - Learning Literacies

DEPARTMENT OF INFORMATION SYSTEMS

SPRING 2014
Course: 43026
Department : CIS 77X.65R
Instructor - Valerie Taylor
2.0 Units

De Anza College Distance Learning Center . (408) 864-8969 . FAX: (408) 864-5546, 864-8245 . http://deanza.edu/distance/

DESCRIPTION

CIS 77X - Learning Literacies

Learning Literacies

Learning to learn is just as important as taking courses in specific subjects like English and Social Studies. Learning Literacies are the skills and practices you need to be a successful student. Practice these skills while working through the activities and participating in discussions.

Activities include digital literacy - research, communication, presentation, discussion; learning literacies - self-directed learning, inquiry-based learning, collaboration; and reinforcing basic skills - reading, writing, math.

A course such as this is often mandated as a first course for students enrolling in online courses at higher education institutions.

Course notes

Online class conducted via the Catalyst Online system (no on-campus meetings). Access to the Internet required. Register and start class anytime before Week 6 of the quarter. Participation required in online discussions each of the 6 weeks of the class. (Weeks 6-12 of the quarter) Self-paced but work must be submitted regularly to remain in the class.

Course format is skill-based practice using a broad range of technologies for learning along with question-based student discussions.

This is the online distance learning section. The course includes directed activities to use, find, protect, solve, make and share information using web-based technologies. There is also reading, discussing, critical
thinking to encourage application of development skills in a broader context.

CIS 77X - Learning Literacies is concerned primarily with the uses of technology for learning and academic success. We cover everything from accessibility for people with disabilities to identity theft. We discuss and research the impact of technology on copyright, education and ethical issues.

REQUISITES

(See general education pages for the requirement this course meets.) Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.

This is an ONLINE course. There are NO on-campus meetings.

There is a lot of writing required for this course. Your work is expected to demonstrate college-level research, analysis, writing and paper formatting and will be graded accordingly.

You are REQUIRED to participate in the online class activities such as discussions in addition to doing the weekly individual assignments. You must be able to access and participate several times per week. DAILY access to the course is strongly recommended.

Students who do not participate actively in discussions and regularly submit assignments throughout the quarter will be dropped from the course by the instructor, as required by State funding rules. The instructor will discuss individual situations if the student emails an explanation and a plan. If you need a credit for this course - keep this in mind.

Course Notes

Online Course. Students must have access to a computer, the Web and an individual email address.

Information on REQUIRED orientation available at http://deanza.edu/distance/

INSTRUCTOR INFORMATION

Welcome to CIS 77X - Learning Literacies. It is my pleasure to be your instructor in this course.

I have been teaching part-time at De Anza since 2000. My business
career includes work in the education, technology and consulting. I'm not just an online instructor - I have been an online student too. I have a M.S. in Education specializing in Online Teaching and Learning - all course work was online! When I'm not working, I enjoy traveling and sailing with my family.

I look forward to meeting you - yes, you will get to know your instructor and classmates in this online class. By taking this course in the Distance Learning format, you will be learning to use technologies that are impacting education. You will have to work hard and participate in class discussions. You will get to know your classmates. By the end of this course, you will have a better understanding of the impact that technology is having on learning. This is a hands-on "learning by doing" course format.

E-mail me anytime. I will get back to you, usually within 24 hours.

Web Site: http://faculty.deanza.edu/taylorvalerie
E-MAIL ADDRESS: taylorvalerie@deanza.edu

This is an **Online Course**. Students must have access to a computer, the Web and an individual e-mail address.

**There are NO on-campus meetings.**

**STUDENT LEARNING OUTCOMES**

After completing the reading and written assignments, students will have an understanding of the impact that technology has on teaching and learning today. Students will be able describe the aspects of learning that are affected and the ways that these changes are taking place. Students will be able to discuss key concepts in a digital learning including issues of copyright, privacy, personal freedom, telecommunications and education. Students will practice many of the learning skills required for academic success and lifelong learning.

**COURSE MATERIALS**

There is no textbook for this course. All course materials are online media - web articles, images and diagrams, podcasts and online video. You must have daily access to the internet that supports these media for participation in this distance learning course.

There is NO required textbook for this course.
ASSIGNMENTS

We will be using the Catalyst e-classroom web site for communication, discussions, presentations, assignments, quizzes and grade reporting. It is important that you check into Catalyst at least 2-3 times each week (checking every day is best).

Access Catalyst and set up your student account

This course uses the Catalyst e-classroom web site. Once your registration for the course has been processed, you will automatically have a Catalyst account.

Additional login information will be provided by the DeAnza Distance Learning Center. If you have not received login information or need help getting into the Catalyst e-classroom web site, please contact DLC by using the Catalyst Help request form http://catalysthelp.deanza.edu/

(Cookies must be enabled in your browser)

Registration & Getting Started

Students can register until the beginning of Week 6 - Monday May 12, 2014. The course will be open from the beginning of the quarter. Once the student registration is complete, a Catalyst account is created. As soon as the Catalyst account is activated, students can start working immediately.

Online discussions will start Monday May 12

DUE DATES

Assignments are described in detail in the online course materials. See Catalyst for details. Assignments are due at 11:30pm on the due date below following the Module introduction.

Final assignments due - June 22, 2014

Last day to submit work for credit - June 24, 2014

<table>
<thead>
<tr>
<th>1. Introductions, Use It</th>
<th>Sunday May 18</th>
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<tbody>
<tr>
<td>2. Find It</td>
<td>Sunday May 25</td>
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<tr>
<td>3. Protect It</td>
<td>Sunday Jun 1</td>
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</tbody>
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Approximate scoring - assignments and discussions are different for each topic so the exact distribution of points will vary. Weekly assignments - discussions, quizzes, group response, reflection (6 x 10-15 points)

GRADES
A : 95 - 100%
B : 85 - 94%
C : 75 - 84%
D : 60 - 75%
F : Below 60%

FINAL GRADES - You may access your final grades online.

ACADEMIC INTEGRITY
Policy on Copying and Cheating: Students who submit the work of others as their own or cheat on exams or other assignments will receive a failing grade in the course and will be reported to college authorities.

NOTICE ON LEARNING DISABILITIES
For Students with Physical, Psychological, Sensory Impairments, ADD/ADHD, & Other Disabilities

Accommodations and Services, including Sign Language Interpreting/Captioning and Assistive Technology

DSS Location: SCS 41
Phone: 408.864.8753 TTY: 408.864.8748 Program Contact: Patricia Whelan Web site: www.deanza.edu/dss

Deaf Services Location: SCS 25
Phone: 408.864.8755 (V/VIP) Email: deafservices@deanza.edu Web site: www.deanza.edu/dss/deafservices

Please contact us if you have suggestions for making this course more
There are several ways to obtain help with the technology aspects of your course. When contacting support personnel, please identify the Distance Learning Center course you are enrolled in and the instructor's name.

Catalyst Help request form [http://catalythesthelp.deanza.edu/](http://catalythesthelp.deanza.edu/)

If you're working on class assignments in the on-campus computer labs, often there are instructional assistants available to help answer questions.

For questions about how to use specific software that is used only in your course, consult your syllabus or contact your instructor for specific help.

The Distance Learning Center office staff provides support with administrative questions, college procedures, extra course materials and handouts, and general information.

Main number: (408) 864-8969
FAX numbers: (408) 864-5546, 864-8245
[http://deanza.edu/distance/](http://deanza.edu/distance/)

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Syllabus - printable version

2014.3.4