

NC 653: INTRODUCTION TO ONLINE LEARNING

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2020
Credits:	0
Total Contact Hours:	12
Lecture Hours :	12
Lab Hours:	0
Hours Arranged:	0
Outside of Class Hours:	24
Transferable to CSU:	No
Transferable to UC:	No
Grading Method:	Non-Credit Course

Catalog Course Description

Introduction to Online Learning is an orientation course that aims to prepare students to become successful online learners. Students will participate in real-time video meetings, online collaborations/discussions, and learn how to navigate and use a learning management system. The course will also introduce students to various communication apps, educational technology tools, and file management systems that can foster effective time-management skills, appropriate communication skills, basic technical skills, and study skills in order to succeed in an online learning environment. Open entry/exit. 12 lecture hours.

Course Objectives

- Proficiently use and navigate Canvas (LMS).
- Participate in Zoom meetings (real-time video conferencing platform) and use its features to perform basic functions.
- Learn and use various communication apps and digital educational tools, such as Pronto, Google Apps, and Office 365.
- Manage files using Google Drive, Microsoft One Drive, and/or iCloud.
- Communicate with instructors and peers by participating in Canvas Discussions, Canvas Chat, Pronto, etc.
- Collaborate with classmates online by completing Google Docs assignments and a Voice Thread project.
- Learn, discuss, and practice proper netiquette, effective study habits, time management, and other topics related to becoming a successful online learner.

Major Course Content

1. Zoom Meetings (Real-time Video Conferencing)

- Join, schedule, and host meetings
- Perform basic Zoom functions (i.e. audio, video, chat, share screen, whiteboard, annotate)
- Join breakout rooms and lead group discussions/work
- Deliver a PowerPoint or Voice Thread presentation via Zoom

2. Canvas (Learning Management System)

- Participate in discussions by posting relevant responses, comments, and sharing links or media files
- Submit/upload assignments (documents, slides, media files) onto Canvas
- Utilize Canvas chat, inbox, and announcements

3. Google Drive (File Management System)

- Create Google Drive folders and learn how to organize files
- Use Google Docs to complete collaborative assignments
- Utilize sharing and editing functions on Google Docs
- Use Google Slides to present a short slideshow

4. Communication / Educational Apps

- Use Pronto to chat, collaborate with classmates, and videoconference with the instructor (office hours)
- Learn about study and time management apps for online college students
- Learn about online tutoring services and resources for college students
- Demonstrate comprehension of and practice the rules for proper online behavior (netiquette)

Suggested Reading Other Than Required Textbook

<https://www.fairmontstate.edu/academics/distancelearning/successful-student>

Examples of Required Writing Assignments

Google Docs and email assignments, Canvas discussion postings

Examples of Outside Assignments

Canvas quizzes and discussion postings, Voice Thread group project, Pronto demonstration tasks

Instruction Type(s)

Lecture, Online Education Lecture