

# 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