

CATALOG INFORMATION

Dept and Nbr: CSKLS 334 Title: TAKING AN ONLINE CLASS
Full Title: How to Take an Online Class
Last Reviewed: 3/26/2018

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	0	17.5	Lecture Scheduled	0
Minimum	0.50	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	1.50		Contact DHR	26.25
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 0.00

Total Student Learning Hours: 26.25

Title 5 Category: AA Degree Non-Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly: CSKL 360

Catalog Description:
Introduces the basic knowledge and skills needed to take an online class. Course includes computer operations and terminology, online class components, email applications, time management, and ways to communicate online with students and instructors. A one- to two-hour face-to-face mandatory orientation is held, usually the first day of class.

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Introduces the basic knowledge and skills needed to take an online class. Course includes computer operations and terminology, online class components, email applications, time management, and ways to communicate online with students and instructors. A one- to two-hour face-to-face mandatory orientation is held, usually the first day of class. (Grade or P/NP)
Prerequisites/Corequisites:

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree:	Area	Effective:	Inactive:
CSU GE:	Transfer Area	Effective:	Inactive:

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:

Upon completion of the course, students will be able to:

1. Connect to the Internet and access various avenues leading to online materials.
2. Identify hardware and software necessary for managing online course work.
3. Navigate between different class pages via the navigation bar.
4. Open and use email applications appropriate for class.
5. Word process documents and create file systems for assignments.
6. Upload and download documents from the Internet.
7. Use online schedules, gradebooks, and other tools to track deadlines, manage assignments, and determine grades.

Topics and Scope:

1. Internet Connection
 - a. Internet Service Providers
 - b. Type of connection (DSL, cable, etc.)
 - c. Web browsers
 - d. Multiple browser windows
 - e. Search engines
2. Computer hardware
 - a. Random Memory Access (RAM)
 - b. Operating systems
 - c. Processor speed
3. Software
 - a. Anti-virus protection
 - b. Video player
 - c. Word-processing

- d. PDFs and other files
- 4. Online Study Skills
 - a. Time management
 - b. Learning styles
 - c. Communication with instructor
- 5. Check-in process
 - a. Username and password
 - b. Check-in links
 - c. Password reminder page
- 6. Course websites
 - a. Navigation bar tabs
 - b. Course website structure and components
 - c. Uploading documents
- 7. Online resources
 - a. SRJC Student Handbook for Online Classes
 - b. Student information and help on course websites
- 8. Communication
 - a. Sending and receiving messages through message lists
 - b. Email
- 9. Online testing
 - a. Flash cards
 - b. Embedded quizzes, tests, and exercises

Assignment:

- 1. Writing assignments in embedded exercises.
- 2. Written responses to several weekly prompts, sent as messages to message list archive page.
- 3. Interactive online activities such as search engine requests, flash card exercises, chat settings, etc.
- 4. Written responses to student entries on message archive page.
- 5. Weekly reading (15 chapters total) in SRJC Student Handbook for Online Classes.
- 6. Weekly quizzes and exercises (approximately 12-15 total for each) addressing topics of the week from Student Handbook and requiring navigation through online course components.
- 7. Written summaries of four different resources given in the Student Handbook.
- 8. Writing and uploading document(s) summarizing concepts and skills learned in the class.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Writing assignments; summaries; responses in email and message list

Writing
10 - 20%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Interactive online activities

Problem solving
20 - 30%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Online navigation exercises; interactive online activities

Skill Demonstrations
30 - 50%

Exams: All forms of formal testing, other than skill performance exams.

Quizzes: multiple choice, completion, short answer

Exams
20 - 40%

Other: Includes any assessment tools that do not logically fit into the above categories.

None

Other Category
0 - 0%

Representative Textbooks and Materials:

SRJC Student Handbook for Online Classes (online)

Instructor prepared materials