

**CSKLS 334 Course Outline as of Fall 2019****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. Students must participate in a one-hour face-to-face orientation, usually the first day of class, or show evidence that they have viewed the available video orientation prior to beginning coursework.

**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. Students must participate in a one-hour face-to-face orientation, usually the first day of class, or show evidence

that they have viewed the available video orientation prior to beginning coursework. (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:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
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<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
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<b>CSU Transfer:</b>	Effective:	Inactive:
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<b>UC Transfer:</b>	Effective:	Inactive:
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**CID:**

**Certificate/Major Applicable:**

Not Certificate/Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

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

1. Describe, access, and use web-based applications, materials, navigation procedures, and tools involved in online and hybrid college classes.

### **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 areas of the learning management system (LMS).
4. Open and use email applications appropriate for class.
5. Word process documents and create folders 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.
8. Utilize discussion forums to participate in online class discussions.

### **Topics and Scope:**

- I. Understanding the Computer
  - A. Hardware
  - B. Basic Software and Operating System
- II. Structure and Function of the Internet
  - A. Internet Service Providers (ISPs)

- B. Types of internet connectivity
  - C. Search engines
  - D. Browsers and URLs
- III. Learning Management System (LMS) and Course Organization
- A. LMS Terminology
  - B. Course Home Page
  - C. Course website structure and components
  - D. Personal Profiles (e.g., configuring, changing, etc.)
  - E. Other settings within LMS
- IV. Online Learning Principles
- A. Time management
  - B. Study Skills
  - C. Learning styles
  - D. Organization
  - E. Tracking Progress (e.g., gradebook)
  - F. Internet use “best practices”
  - G. Reading and studying online
- V. Online Communication and Writing
- A. Sending and receiving messages (e.g., announcements, discussions, chat, etc.)
  - B. Email
  - C. Submitting text assignments (e.g., upload, submission box, etc.)
- VI. Online testing
- A. Embedded quizzes, tests, and exercises
  - B. Online test-taking strategies

**Assignment:**

1. Writing assignments in embedded exercises
2. Written responses to several weekly instructor-provided prompts via discussions page
3. Written responses to student entries via discussions page
4. Interactive online activities such as search engine requests, chat settings, etc.
5. Reading from 10-15 content areas
6. Ten to fifteen quizzes (one per content area) requiring navigation through online course components
7. Written summaries of four different online resources provided within course materials
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 discussions page	Writing 10 - 20%
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**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%
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**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Online navigation exercises

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:**

Online course materials

Instructor prepared materials