

CSKLS 334 Course Outline as of Fall 2022**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	1.50	2	Lab Scheduled	26.25
		Contact DHR	0		Contact DHR	0
		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:

AS Degree: **Area** Effective: Inactive:

CSU GE: **Transfer Area** Effective: Inactive:

IGETC: **Transfer Area** Effective: Inactive:

CSU Transfer: Effective: Inactive:

UC Transfer: Effective: Inactive:

CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

Approval and Dates

Version:	09	Course Created/Approved:	4/1/1999
Version Created:	3/16/2022	Course Last Modified:	7/10/2024
Submitter:	Amy Flores	Course last full review:	3/26/2018
Version Status:	Approved (Changed Course)	Prereq Created/Approved:	3/28/2011
Version Status Date:	4/11/2022	Semester Last Taught:	Fall 2023
Version Term Effective:	Fall 2022	Term Inactive:	Summer 2025

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

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

Objectives:

At the conclusion of this course, the student should 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%

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

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

OTHER REQUIRED ELEMENTS

STUDENT PREPARATION

Matric Assessment Required:	X	Exempt From Assessment
Prerequisites-generate description:	NP	No Prerequisite
Advisories-generate description:	NA	No Advisory
Prereq-provisional:	N	NO
Prereq/coreq-registration check:	N	No Prerequisite Rules Exist
Requires instructor signature:	N	Instructor's Signature Not Required

BASIC INFORMATION, HOURS/UNITS & REPEATABILITY

Method of instruction:	50	Distance Education, Delayed Interaction
	72	Internet-Based, Delayed Interaction
	04	Laboratory
	71	Internet-Based, Simultaneous Interaction
Area department:	CSKL	College Skills
Division:	71	Language Arts & Academic Foundations
Special topic course:	N	Not a Special Topic Course
Program status:	2	Not Certificate/Major Applicable
Repeatability:	00	Two Repeats if Grade was D, F, NC, or NP
Repeat group id:		

SCHEDULING

Audit allowed:	N	Not Auditable
Open entry/exit:	N	Not Open Entry/Open Exit
Credit by exam:	N	Credit by examination not allowed
Budget code: Program:	0000	Unrestricted
Budget code: Activity:	4939	College Skills

OTHER CODES

Discipline:	Interdisciplinary Studies	
Basic skills:	B	VOC, OCC, or General Basic Skills
Level below transfer:	Y	Not Applicable
CVU/CVC status:	Y	Distance Ed, Not CVU/CVC Developed
Distance Ed Approved:	Y	Either online or hybrid, as determined by instructor
Emergency Distance Ed Approved:	Y	Fully Online Partially Online Online with flexible in-person activities
Credit for Prior Learning:	N	Agency Exam
	N	CBE
	N	Industry Credentials
	N	Portfolio
Non-credit category:	Y	Not Applicable, Credit Course
Classification:	Y	Developmental Preparatory Courses
SAM classification:	E	Non-Occupational
TOP code:	4930.14	Study Skills
Work-based learning:	N	Does Not Include Work-Based Learning

DSPS course:

N

Not a DSPS Course

In-service:

N

Not an In-Service Course

Lab Tier:

21

Credit Lab - Tier 1