

KERN COMMUNITY COLLEGE DISTRICT – CERRO COSO COLLEGE

PDEV C052 COURSE OUTLINE OF RECORD

1. **DISCIPLINE AND COURSE NUMBER:** PDEV C052
2. **COURSE TITLE:** Becoming Successful Online Student
3. **SHORT BANWEB TITLE:** Becoming Successful ONL Student
4. **COURSE AUTHOR:** Godfrey, Pamela G.
5. **COURSE SEATS:** -
6. **COURSE TERMS:** 70 = Fall; 30 = Spring; 50 = Summer
7. **CROSS-LISTED COURSES:**
8. **PROPOSAL TYPE:** CC Course Revision
9. **START TERM:** 30 = Spring, 2015
10. **C-ID:**
11. **CATALOG COURSE DESCRIPTION:** The purpose of this course is to cover the basics of taking an interactive, asynchronous, distance education course via the Internet or other computer based system. Through this course, students use E-mail, participate in online class interactions such as discussion groups and WWW access, and learn about equipment needs and differences between on-line and onsite courses. The goal of this class is to better prepare students for taking online classes by familiarizing students with the online course environment.

12. GRADING METHOD

Default:

Optional: P = Pass/No Pass

13. **TOTAL UNITS:** 1

14. INSTRUCTIONAL METHODS / UNITS & HOURS:

<u>Method</u>	<u>Min Units</u>	<u>Min Hours</u>
Lecture	0.5	9
Lab	0.5	27
Activity	0	0
Open Entry/Open Exit	0	0
Volunteer Work Experience	0	0
Paid Work Experience	0	0
Non Standard	0	0

Non-Standard Hours Justification:

15. REPEATABILITY

Type: Non-Repeatable Credit

16. **MATERIALS FEE:** No

17. **CREDIT BY EXAM:** No

18. **CORE MISSION APPLICABILITY:**

19. **STAND-ALONE:** Yes

20. PROGRAM APPLICABILITY

Required:

Restricted Elective:

Elective:

21. **GENERAL EDUCATION APPLICABILITY**

Local:

IGETC:

CSU:

UC Transfer Course:

CSU Transfer Course:

22. **STUDENT LEARNING OUTCOMES Upon completion of the course, the student will be able to**

1. Describe the basic differences between online courses and traditional face-to-face courses.
2. Demonstrate knowledge of the process of taking an online course.
3. Demonstrate the ability to use web pages, email, discussion groups, and submit a written assignment in online classes.
4. Evaluate personal readiness for taking online classes.
5. Identify the general equipment needs for taking online courses.
6. Navigate Cerro Coso's online course environment.

23. **REQUISITES**

24. **DETAILED TOPICAL OUTLINE:**

Lecture:

- A. Basic differences between online courses and traditional face-to-face courses
 - a. Benefits of online courses
 - b. Drawbacks and challenges of online courses
 - c. Self-motivation needs for online courses
 - d. Evaluating whether online is a good option for you
- B. The process of taking an online course
 - a. How to connect to the Internet
 - b. How to access the online class site
- C. Using web pages, email, and discussion groups in online classes
 - a. Using hyperlinks
 - b. Sending and receiving email
 - c. Sending attachments in email
 - d. Reading, posting, and replying to discussion postings
- D. Understand the concepts of "Netiquette" and communication in an online environment
 - a. Basics of "netiquette"
 - b. Using Emoticons
 - c. The do's and don'ts of online communication
- E. Equipment needs of online courses
 - a. Hardware needs for taking online courses
 - b. Software needs for taking online courses
- F. Experience the Cerro Coso Online model of delivering online courses
 - a. The Cerro Coso Moodle course environment
 - b. Common Cerro Coso Online course components
 - c. Resources available to Cerro Coso online students

Lab:

There are directed hands-on assignments and students are expected to complete 27 hours of lab work with instructor's guidance. The activities may include the following:

- A. Two Ninety minute scavenger hunts
 1. Scavenger hunt1 – Moodle online course components
 2. Scavenger hunt 2 - Cerro Coso website resources.

- B. Evaluate online as an option
 - 1. "Student Skills Quiz and the Technical Skills Quiz"
 - 2. Assess readiness for online environment.
- C. Time management activity
 - 1. Procrastination video,
 - 2. Creation of a three-day time tracking form
- D. Documents on Moodle
 - 1. Saving
 - 2. Upload
- E. Directed Cerro Coso online library search
 - 1. Reference
 - 2. Library catalog
 - 3. Databases
- F. Website search for a specific document called "Netiquette and Communicating in an Online Environment"
- G. Proctoring practices
 - 1. How to access
 - 2. Proctoring process
- H. How to access technical assistance
 - 1. School IT help desk
 - 2. Moodle IT help desk
- I. Turnitin.com
 - 1. Open account
 - 2. Submit assignment

25. METHODS OF INSTRUCTION--Course instructional methods may include but are not limited to

- 1. Audiovisual;
- 2. Demonstration;
- 3. Discussion;
- 4. Group Work;
- 5. Instruction through examination or quizzing;
- 6. Lecture;
- 7. Library;
- 8. Written work;

26. OUT OF CLASS ASSIGNMENTS: Out of class assignments may include but are not limited to

Students are expected to complete 18 hours of work outside of class. Sample assignments include
- A. Reading assignments - For example, students will read article on "Plagiarism and Cheating"

and be ready to discuss it in class. C. Short Papers - For example, evaluate the three-day time management document you created in lab and write a 500 word essay on how the document was implemented in your daily life and whether revisions are needed for success in the online environment.

27. METHODS OF EVALUATION: Assessment of student performance may include but is not limited to

A. Short papers and journal entries

Example: Students will watch the How to be a Successful Online Student DVD and write a short paper comparing the basic differences between taking an online class and a traditional face-to-face class.

B. Quizzes and Examinations

Example: Students will take both of the Student Preparedness Quizzes (Student Skills and Technical Skills) at the beginning of the class and again at the end of the class to evaluate preparedness for taking online classes before and after the exposure to the course.

C. Skill Performance

Example: Students will be required to upload a writing assignment to course and will be required to send an email with an attachment.

D. Discussions

28. TEXTS, READINGS, AND MATERIALS: Instructional materials may include but are not limited to

Textbooks

No Author. (2000) No Textbook Is Required, , No Publisher

This is for no textbook option

No Author. (2000) No Textbook Is Required, , No Publisher

This is for no textbook option

No Author. (2000) No Textbook Is Required, , No Publisher

This is for no textbook option

Manuals

Periodicals

Software

Other

PDEV C052 does not have a required textbook. The readings provided in the class are lectures created by current and previous PDEV C052 instructors. The topics covered in the readings are the purpose of discussions/forums, help with determining if online education is right for the student, the importance of online group collaboration, netiquette and communicating in an online classroom, considering the source when conducting research on the web, plagiarism and cheating, and then a summary of important information from the class.

29. METHOD OF DELIVERY: Online (purely online no face-to-face contact) ;iTV – Interactive video = Face to face course with significant required activities in a distance modality ;Face to face;Other;

30. MINIMUM QUALIFICATIONS: Counseling (Masters Required);Education (Masters Required);Psychology (Masters Required);

31. APPROVALS:

Origination Date 03/07/2014

Last Outline Revision 03/06/2009

Curriculum Committee Approval 03/21/2014

Board of Trustees 06/12/2014

State Approval 07/24/2014

UC Approval UC Approval Status

CSU Approval CSU Approval Status

IGETC Approval IGETC Approval Status

CSU GE Approval CSU GE Approval Status

Data Element Changes

Data Justification

Course Element Changes

Course Change Justification

Course ID (CB00) CCC000192720

TOP Code (CB03) 4930.11 - Interpersonal Skills;

Course Credit Status (CB04) D - Credit - Degree Applicable;

Course Transfer Status (CB05) C = Not Transferable

Course Units of Credit Maximum High (CB06): 1

Course Units of Credit Minimum Low (CB07): 1

Course Basic Skills (BS) Status (CB08): N = Course is not a basic skills course.

SAM Code (CB09): E = Non-Occupational;

Cooperative Education Course Status (CB10): Not part of Coop Work Exp;

Course Classification Code (CB11): Not Applicable, Credit Course;

Course Special Status (CB13): N - Not Special;

CAN Code (CB14):

CAN-Code Seq (CB15):

Course Prior to College Level (CB21): Not Applicable;

Course Non-Credit Category (CB22): Not Applicable, Credit Course;

Funding Agency Category (CB23): Not Applicable

Course Program Status (CB24): 2 - Stand-alone;