

Cerro Coso Community College									
COURSE OUTLINE OF RECORD									
Form A (Course Description)					Date	10/15/08		Page 1 of 1	
Discipline	PDEV		Course No.	C052	Units	1.0			
Course Title	Becoming a Successful Online Student								
Non-Credit Category									
Revision Due Date				Final Approval due NOT LATER THAN			10/31/08		
Click link to view instructions for completing COR Form A.									
Methods of Instruction/Total Hours of Instruction									
Lecture	(1.0 unit = 18 hours)		9						
Lab	(1.0 unit = 54 hours)		27						
Open Lab	(1.0 unit = 54 hours)								
Activity	(1.0 unit = 54 hours)								
Work Experience	(1.0 unit = 60 hours (volunteer); 75 hours (paid))								
	Total Hours		36						
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 experience E-mail, 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.									
Conditions of Enrollment									
Pre-Requisite									
Co-Requisite									
Advisory									
Repeatability	No		Grading Method	Pass/No Pass		Credit by Exam	No		
Materials Fee	No		Amount						
Justification									
SAM Code	E Non-Occupational								
Program Identification									
General Education Applicability	Cerro Coso			CSU Certification			IGETC		
Minimum Qualifications Discipline List									
Master's Degree Required	Any Discipline								
Master's Degree Not Required									
Office Use Only									
Approval Type	Revision		BT Action	12/11/08					
Course TOPS Code	4930.14		Stand Alone Status	Yes		Stand Alone Approval			
Transferability									
A	Cerro Coso GE		CSU GE Certification			IGETC			
Form Submission									
COR Part A	12/9/08		COR Part B	12/9/08		Content Review			
DE Addendum	12/9/08		GE Addendum			Course Deletion			
Signature Page	12/18/08								
Approval Dates									
First Review	10/24/08		Second Review	11/7/08		Final Approval	3/6/09		

Cerro Coso Community College						
COURSE OUTLINE OF RECORD						
Form B (Course Content)				<u>Date</u>	10/15/2008	Page 1 of 2
<u>Discipline</u>	PDEV	<u>Course No.</u>	C052	<u>Units</u>	1.0	
<u>Course Title</u>	Becoming a Successful Online Student					
<u>Non-Credit Category</u>						

Student Learning Outcomes & Assessments

Upon successful completion of the course, the student will be able to:

SLO	Learning Outcome Description	Outcome Assessment Definition
A	Describe the basic differences between online courses and traditional face-to-face courses.	This will be assessed by a paper, scored with a rubric.
B	Demonstrate knowledge of the process of taking an online course.	This will be assessed and scored by an exam. (Use for multiple choice, matching, and T/F exams.)
C	Demonstrate the ability to use web pages, email, discussion groups, and submit a written assignment in online classes.	This will be assessed by a performance, scored with a rubric.
D	Evaluate readiness for taking online classes.	This will be assessed and scored by a pre- and post-test.
E	Identify the general equipment needs for taking online courses.	This will be assessed and scored by an exam. (Use for multiple choice, matching, and T/F exams.)
F	Demonstrate ability to work in and navigate the Cerro Coso course environment.	This will be assessed by a performance, scored with a rubric.

Detailed Topical Outline

- A. Basic differences between online courses and traditional face-to-face courses(A,B,E)
 - 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,B,C,E)
 - 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-F)
 - 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,B,D)
 - a. Basics of "netiquette"
 - b. Using Emoticons
 - c. The do's and don'ts of online communication
- E. Equipment needs of online courses (A,B,C,E)
 - 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,B,E,F)
 - a. The Cerro Coso Moodle course environment
 - b. Common Cerro Coso Online course components
 - c. Resources available to Cerro Coso online students

Lab Content Description (if applicable)

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COURSE OUTLINE OF RECORD						
Form B (Course Content)				<u>Date</u>	10/15/2008	Page 2 of 2
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<u>Course Title</u>	Becoming a Successful Online Student					
<u>Non-Credit Category</u>						

Methods of Presentation

Course instructional methods may include but are not limited to:

- A. Lecture on course material
- B. Class Discussion
- C. Structured exercises and journal assignments

Assignments & Methods of Evaluation

Assessment of student performance may include but is not limited to:

- A. Short papers and journal entries (A, D,E)
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 (A,B,D,E)
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 (B,C,F)
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 (A-F)

Out of Class Assignments

- A. Reading assignments
- B. Discussions
- C. Short Papers

Required Texts

- A. Johnstone, S.M. & Connick, G.P. (2005). *The Distance Learner's Guide*. 2nd ed. Columbus, OH: Merrill Prentice.
- B. Gilbert, S. D. (2001). *How to Be a Successful Online Student*. New York, NY: McGraw-Hill.

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COURSE OUTLINE OF RECORD

Form D (Distance Education Addendum)			Date	Page 1 of 4		
Discipline	PDEV	Course No.	C052	Units	1.0	
Course Title	Becoming a Successful Online Student					
Non-Credit Category						

COURSE CATALOG 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 will experience E-mail, 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.

Instructions: Address each item listed below as specifically as possible, explaining the necessary changes made to the methods of instruction and evaluation to use distance education technology (fully or in part) as the intended method of delivery. Please attach a copy of the current Course Outline of Record.

Delivery Method(s). Check all that apply.

Hybrid	iTV	X	Online
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Describe the rationale for offering the course via the identified method(s) of delivery.

Rationale	Hybrid	iTV	Online
This course serves educational needs of an identified population			X
This course is required for a distance education degree or certificate			
There is insufficient enrollment for this course a particular site			
There are schedule, facilities, and/or instructor conflicts for this course at a particular site			
Other			

For each identified method of delivery, describe how the hours of instruction make this course equivalent to the hours of instruction defined in the Course Outline of Record.

Hybrid	
iTV	
Online	Students will participate in class instruction activities by spending the required contact hours per week reading or viewing lecture material, participating in discussions with fellow students and the instructor, and taking quizzes, exams, or other assessments that would be done in the traditional face-to-face classroom.

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COURSE OUTLINE OF RECORD

Form D (Distance Education Addendum)			Date				Page 2 of 4
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Course Title		Becoming a Successful Online Student					
Non-Credit Category							

For each identified method of delivery, describe how assignments and evaluations will be adapted to accommodate the identified method of delivery. Assignments and evaluations must be equivalent to (if not the same as) those noted in the COR.

Method of Delivery	Assignment	Evaluation
Hybrid		
iTV		
Online	Assignments will be sent via mail, fax, or submitted electronically via the class website.	Evaluation will be done by the instructor and distributed via the class website.

Indicate the proposed maximum class size for each identified method of delivery.

Hybrid		
iTV		
Online	45	<i>Preferred maximum enrollment for online courses is 45 students.</i>

For each identified method of delivery, describe how the instructor will identify and respond to students experiencing difficulty.

Hybrid	
iTV	
Online	Assessments and participation will be monitored for signs of student difficulty and/or lack of participation, and Identified students will be contacted individually via email and the Early Alert process and encouraged to use optional group meetings, instructor office hours, or tutor programs.

Regular effective contact is a requirement of Title 5, Section 55204. Identify the methods of regular effective contact that may be used (Check all that apply):

Methods of Contact	Hybrid	iTV	Online	Comments
Text-Based Contact				
E-Mail			X	
Outside Reading			X	
Research (LRC, Internet, Other)			X	
Lecture			X	
Discussion Forum			X	

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COURSE OUTLINE OF RECORD

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Non-Credit Category							

Chat/Instant Messaging			X	
Electronic Presentation (e.g., PowerPoint)				
Document Camera				
SMARTboard				
Other				
Audio-Based Contact				
Telephone			X	
Synchronous Audio (e.g., CCC Confer, etc.)				
Asynchronous Audio (e.g., WAV, WMA, etc.)				
Other				
Video-Based Contact				
Synchronous Video				
Asynchronous Video (e.g., Archived Breeze, Flash, WMV, Real, etc.)				
CD				
VHS				
DVD			X	
Other				
Website Support				
MOODLE			X	
Outside Website (e.g., Publisher, CourseCompass, Aplia, etc.)				
Electronic Posting of Grades			X	
Feedback			X	

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COURSE OUTLINE OF RECORD

Form D (Distance Education Addendum)			Date	Page 4 of 4		
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Non-Credit Category						

Lecture Materials			X	
Other				
Classroom Support				
Remote Equipment Start-up				
Test Proctoring				
Teaching Assistant				
Other				
For each identified method of delivery, identify hardware needed by the instructor to teach this course effectively.				
Standard College IT infrastructure			X	
For each identified method of delivery, identify hardware needed by the student to complete the course successfully.				
Computer with internet connection, CD, DVD, audio playback, and printer.			X	
For each identified method of delivery, identify software needed by the student to complete the course successfully.				
Software capable of playing audio and video from CD and DVD, word processing program			X	

Cerro Coso Community College

COURSE/PROGRAM APPROVAL

Form S (Course/Program Approval Signature Page)

Discipline/Program	PDEV	Course No.	C052	Units	1.0
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Course/Program Title	Becoming a Successful Online Student
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Reason for Deletion

Signatures

Initiator

Name	Signature	Date
Heather Ostash	/s/ Heather Ostash	12/15/08

Faculty Chair

Name	Signature	Date
Paula Suarez	/s/ Paula Suarez	12/18/08

Approved For: PDEV C023 REVISION

Name	Signature	Date
Paula Suarez	/s/ Paula Suarez	12/18/08
Mary Peoples	/s/ Mary Peoples	3/5/09

CIC Chair

Name	Signature	Date
Dennis I. VanderWerff, Ph.D	/s/ Dennis I. VanderWerff, Ph.D	2/1/09

Vice President Academic Affairs

Name	Signature	Date
James Fay, Ph.D.	/s/ James Fay, Ph.D.	2/1/09

CERRO COSO COMMUNITY COLLEGE
PDEV C052 – Becoming a Successful Online Student
SPRING SEMESTER 2009

Course Name and CRN: PDEV C052 (30381)

Online

Instructor: Karee Hamilton

Starts: Jan. 19/Ends: Feb. 6

**Contact Information: email kobar@cerrocoso.edu
office (760) 384-6223**

Instructor available by appointment; call the counseling center at (760) 384-6219.

Textbook: Johnstone, S.M. and Connick, G.P. (2005). *The Distance Learner's Guide*. 2nd edition, Merrill Prentice Hall: Columbus.

Drop Dates:

Census Date: January 26th 30% Date: January 29th 60% Date: February 5th

Course Goals and Objectives: This course covers the basics of taking an interactive, asynchronous, distance education course via the Internet or other computer based system. Use of E-mail, online class interactions such as discussion groups, and WWW access, equipment needs and differences between on-line and onsite courses will be covered. The goal of this class is to better prepare students for taking online classes by familiarizing students with the online course environment.

Disability Accommodation

The college will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college's courses. Students with disabilities, who are requesting academic accommodations, auxiliary aides or services, should contact Special Services at 760-384-6250

WEEK	TOPIC	ASSIGNMENTS
<u>Week 1</u> (Jan. 20-25th)	Welcome Learn about Moodle Is Online Education Right for you?	*Read Chap. 1, 2, & 3 *Read Moodle Student Guide *Student Skill Quiz (Due on or before 1/22/09) *Post to Discussion Forum *Journal (Due on or before 1/25/09) *Quiz on Chap. 1, 2, & 3 (Due on or before 1/25/09)
<u>Week 2</u> (Jan.26 th -Feb.1 st)	What Online Resources are Available to you? Understand you Needs as an Online student	*Read Chap. 4, 5, & 6 *Quiz on Chap. 4, 5, & 6 (Due on or before 2/1/09) *Upload Assignment (Due on or before 2/1/09) * Email Attachment Assignment (Due on or before 2/1/09) *Post and respond to 2

classmates in the Discussion Forum throughout the week
*Journal (Due on or before 2/1/09)

Week 3 Putting it all Together
(Feb. 2-8th)

*Cumulative Paper
(Due on or before 2/8/09)
*Post and respond to 2 classmates in the Discussion Forum throughout the week
*Journal (Due on or before 2/8/09)

Instructor reserves the right to adjust the syllabus to meet the needs of the class!

GRADING

For full credit, assignments must be turned in on time!

2 Quizzes	10 points (5 points each)
3 Discussions	15 points (5 points each)
3 Journal Entries	15 points (5 points each)
Assignments:	
Skills Quiz	5 points
Scavenger Hunt	10 points
Upload an assignment	10 points
Email/attachment assignment	10 points
Cumulative Paper	25 points
Total points possible	100 points

GRADING (measured by total number of points earned)

90 and above = A
80 to 89 = B
70 to 79 = C
60 to 69 = D
59 and below = F

CERRO COSO COMMUNITY COLLEGE
PDEV C052 - CRN 30392
SPRING SEMESTER 2010-Online

Course Name: PDEV C052 / CRN: 30392
Starts: January 12th / Ends: January 30th

Instructor: Karee Hamilton
Office Phone: 760-384-6223
Email address: khamilton@cerrocoso.edu

If you need to contact me, the instructor, please feel free to send an email at anytime. When submitting an email CRN must always be noted in the subject line. For this class the CRN is 30392. Including it in the subject line will ensure that it gets delivered to the correct webmail folder. If you do not indicate this information in the subject line, I may not receive the email. I will also have online office hours through the class, the hours will be published on the class site. You can also contact me through the Cerro Coso Counseling Center, the phone number for the Counseling Center is 760-384-6219 or my office phone listed above.

Course Goals and Objectives: This course is designed to prepare students for success in college or a career through personal assessments, building effective study skills, and discovering and utilizing resources. Some skills covered are time management, effective reading, note taking, test taking, and using financial and research resources. Students learn through group discussions, text and lecture readings, debates, research, quizzes and a project. The final will be a cumulative project. Grades are a percentage - total points divided by points possible. Points are based on difficulty and degree of participation. Level 1 reading/writing recommended.

Disability Accommodation: The College will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college's courses. Students with disabilities, who are requesting academic accommodations, auxiliary aides or services, should contact Special Services at 760-384-6250.

CLASS INFORMATION AND ASSIGNMENTS:

Below is a listing of the topics we will study and review in class as well as a general list of your assignments. There is no textbook required for this class, but you will see readings assigned, and you will be able to link to the readings through the class website. Also noted below is a more detailed listing of the class grading policies and assignments by week. In addition to an overall posting of the weekly assignments at the start of the week on the class page, assignments will also be posted on a daily basis, to give you a sense of how you might want to approach the work each week. You can choose to do them on a daily basis, or all at one time – that will be up to you!

It is highly recommended that you log in to the class site everyday to review the assignments. All assignments (unless otherwise noted) will be due not later than the Sunday of each week before midnight Pacific Standard Time (PST).

WEEK 1 TOPIC

Welcome to PDEV C052
Starting your Online Education
What Is Online Education/Is It Right for You?
Class Management – What is Moodle?
What Online Resources are Available to You?
What is Required of You in an Online Class?

WEEK 2 TOPICS

How to Communicate in the Online Classroom
Understand Your Needs as an Online Student
Plagiarism and Cheating
Working in a Group

WEEK 3 TOPICS

Getting to Know CCOOnline (Cerro Coso Online)
Putting it all together

WEEKLY ASIGNMENTS

4 Quizzes	20 points (5 points each)
3 Discussions/Chats	15 points (5 points each)
3 Journal Entries	15 points (5 points each)

Additional Assignments:

Week 1: Initial Class Login/Change your Profile	5 points
Week 1: Copy and Paste Email Assignment	5 points
Week 1: Student and Technical Skills Quizzes	4 points
Week 1: Is Online Education Right for Me Survey	1 point
Week 2: Upload an Assignment	5 points
Week 2: Group Chat Room Assignment	5 points
Week 2: Email/Attachment Assignment	5 points
Week 3: Scavenger Hunt	10 points
Week 3: Cumulative Paper Assignment	10 points

Total Points Possible: 100 POINTS

GRADING -- Pass (P)/No Pass (NP) class; measured by total number of points earned for your final grade:

70 and above	= Pass (P)
69 and below	= No Pass (NP)

Instructor reserves the right to adjust the syllabus to meet the needs of the class!

CERRO COSO COMMUNITY COLLEGE
PDEV C052 – Becoming a Successful Online Student
SUMMER SEMESTER 2009

Course Name and CRN: PDEV C052 (50168)

Online

Instructor: Karee Hamilton

Starts: May 26/Ends: June 19

Contact Information: email kobar@cerrocoso.edu

office (760) 384-6223

Instructor available by appointment; call the counseling center at (760) 384-6219.

Textbook: Johnstone, S.M. and Connick, G.P. (2005). *The Distance Learner's Guide*. 2nd edition, Merrill Prentice Hall: Columbus.

Drop Dates:

Census Date: June 2nd

30% Date: June 3rd

60% Date: June 12th

Course Goals and Objectives: This course covers the basics of taking an interactive, asynchronous, distance education course via the Internet or other computer based system. Use of E-mail, online class interactions such as discussion groups, and WWW access, equipment needs and differences between on-line and onsite courses will be covered. The goal of this class is to better prepare students for taking online classes by familiarizing students with the online course environment.

Disability Accommodation

The college will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college's courses. Students with disabilities, who are requesting academic accommodations, auxiliary aides or services, should contact Special Services at 760-384-6250

WEEK	TOPIC	ASSIGNMENTS
<u>Week 1</u> (May 26 th -31 st)	Welcome Learn about Moodle Is Online Education Right for you?	*Read Chap. 1 & 2 *Read Moodle Student Guide *Student Skill Quiz *Post to Discussion Forum *Journal *Quiz on Chap. 1 & 2
<u>Week 2</u> (June 1 st - 7 th)	What Online Resources are Available to you?	*Read Chap. 3 & 4 *Quiz on Chap. 3 & 4 *Upload Assignment *Post and respond to 2 classmates in the Discussion Forum throughout the week *Journal
<u>Week 3</u> (June 8 th -14 th)	Understand you Needs as an Online student	*Read Chap. 5 & 6 *Quiz on Chap. 5 & 6

*Post and respond to 2
classmates in the Discussion
Forum throughout the week
* Email Attachment Assignment
*Journal

Week 4 Putting it all together
(June 15th-21st)

*Cumulative Paper
(Due on or before May 21st)
*Post and respond to 2
classmates in the Discussion
Forum throughout the week
*Journal

Extra Credit Learn more about social networks via the web (such as Blogging and Twitter). I will explain the extra credit assignment in more detail during Week 4. Once the extra credit assignment is explained, it will be due on or before May 21st.

Instructor reserves the right to adjust the syllabus to meet the needs of the class!

GRADING

For full credit, assignments must be turned in on time!

3 Quizzes	15 points (5 points each)
4 Discussions	20 points (5 points each)
4 Journal Entries	20 points (5 points each)
Assignments:	
Skills Quizzes	5 points
Scavenger Hunt	10 points
Upload an assignment	5 points
Email/attachment assignment	5 points
Cumulative Paper	20 points
Total points possible	100 points
Extra Credit	5 points

GRADING – this is a Pass (P) / No Pass (NP) class; measured by total number of points earned):

90 and above = A	Pass (P)
80 to 89 = B	Pass (P)
70 to 79 = C	Pass (P)
60 to 69 = D	No Pass (NP)
59 and below = F	No Pass (NP)

CERRO COSO COMMUNITY COLLEGE
PDEV C052 – Becoming A Successful Online Student

Course Name: PDEV C052
CRN: 50163
Starts: June 4
Ends: June 22
Instructor: Jamie Flatebo
Email address: jamie.flatebo@cerrocoso.edu

If you need to contact me, the instructor, please feel free to send an email at anytime. When submitting an email, the CRN must always be noted in the subject line. Including it in the subject line will ensure that it gets delivered to the correct webmail folder. If you do not indicate this information in the subject line, I may not receive the email. I will also have online office hours through the class; the hours will be published on the class site.

Course Goals and Objectives:

This course is designed to prepare students for success in college or a career through personal assessments, building effective study skills, and discovering and utilizing resources. Some skills covered are time management, effective reading, note taking, test taking, and using research resources. Students learn through group discussions, text and lecture readings, debates, web pages, email, research, quizzes, and a project. Students will demonstrate the ability to work in and navigate the Cerro Coso online course environment. The final will be a cumulative project. Grades are a percentage - total points divided by points possible. Points are based on difficulty and degree of participation. Level 1 reading/writing recommended.

Disability Accommodations:

The College will make reasonable accommodations and/or academic adjustments to ensure that students with disabilities have an equal opportunity to participate in the college's courses. Students with disabilities, who are requesting academic accommodations, auxiliary aides or services, should contact Special Services at 760-384-6250.

Class Information and Assignments:

Below is a listing of the topics we will study and review in class as well as a general list of your assignments. There is no textbook required for this class, but you will see readings assigned, and you will be able to link to the readings through the class website. Also noted below is a more detailed listing of the class grading policies and assignments by week. In addition to an overall posting of the weekly assignments at the start of the week on the class page, assignments will also be posted on a daily basis, to give you a sense of how you might want to approach the work each week. You can choose to do them on a daily basis, or all at one time – that will be up to you!

It is highly recommended that you log in to the class site everyday to review the assignments. All assignments (unless otherwise noted) will be due no later than the Sunday of each week before midnight Pacific Standard Time (PST).

Week 1 Topics

- Welcome to PDEV C052
- Starting your Online Education
- What Is Online Education/Is It Right for You?
- Class Management – What is Moodle?

What Online Resources are Available to You?

What is Required of You in an Online Class?

Week 2 Topics

Understand Your Needs as an Online Student

Plagiarism and Cheating

Getting to Know CCOOnline (Cerro Coso Online)

Week 3 Topics

How to Communicate in the Online Classroom?

Putting it all together

Working in a Group

Grading:

Pass (P)/No Pass (NP) class; measured by total number of points earned for your final grade:

Weekly Assignments		
3 Quizzes (5 Points Each)		15 Points
2 Discussions/Chats (5 Points Each)		10 Points
3 Journal Entries (5 Points Each)		15 Points
Additional Assignments		
Week 1	Initial Class Login/Change your Profile	5 Points
Week 1	Copy and Paste Email Assignment	5 Points
Week 1	Student and Technical Skills Quizzes	5 Points
Week 1	Is Online Education Right for Me Survey	5 Points
Week 2	Scavenger Hunt Upload Assignment	10 Points
Week 2	Writing Assignment	10 Points
Week 2	Email Assignment-Time Management	5 points
Week 3	Group Collaboration Assignment Group Discussion (5 Points) Group Chat (5 Points) Upload Group Assignment (5 Points)	15 Points
Total Points Possible for the class		100 Points

70 points and above = Pass (P)

69 points and below = No Pass (NP)

Instructor reserves the right to adjust the syllabus to meet the needs of the class!