

# orientation to online learning

## course syllabus

Course Web Page: <http://bb.indycc.edu/>  
Instructor Information: **Erin Tuttle**  
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**Course Number:** CIT 1010      **Credit Hours:** One-half (.5)

**Division:**  
Business and Technology

**Prerequisites:**  
This is an introductory college-level course. There are no prerequisites but typing, disk and file management, and World Wide Web skills are helpful.

## Course Description

This course is designed to provide the student with an introduction to learning online by assessing the capability to succeed in, addressing the technical requirements of, addressing time management requirements of, exploring typical instruction, communication, and assessment methods in the online learning environment.

## Textbook and Other Required Materials

**Course Textbooks:**  
There is no textbook required for this course.

**Required Materials:**  
Access to a computer system and storage media  
Access to the World Wide Web

## Course as Viewed in the Total Curriculum

Independence Community College is committed to providing the best opportunity for students to succeed in online courses. Depending on the article and source, national drop-out rates of online courses are approximately 40-50%. We believe that this orientation class will effectively prepare students to either become ready for online courses at ICC or let them know online courses aren't for them.

This course is not intended for transfer and students will be assessed with either a Pass (P) or Fail (F) and will not count toward graduation.

## Special Needs/Accommodations:

All students seeking assistance with academic programs because of documented disabilities should contact the appropriate contact person listed below:

### Instructional Needs

*Title IX Coordinator:* Peggy Forsberg, Dean of Instruction

AC 117, Academic Building

620-332- 5418

[pforsberg@indycc.edu](mailto:pforsberg@indycc.edu)

### Facility/Technical Needs

*ADA Coordinator:* Greg Eytcheson, Chief Info. & Facility Officer

Cessna Building

620-332-5444

[grege@indycc.edu](mailto:grege@indycc.edu)

# Course Competencies

*At the end of the course, it is expected that the learner will be able to effectively:*

## **The Online Course Portal (Blackboard)**

- 1) login to Blackboard course portal.
- 2) access the Orientation to Online Learning course.
- 3) navigate course sections via navigation links.
- 4) update personal information including e-mail address, home address, and home/work phone numbers.
- 5) access and print key course information handouts.
- 6) access Blackboard support resources.

## **Module 1 - The Online Learning Environment**

- 7) differentiate between online and traditional on-campus courses.
- 8) identify the skills necessary to complete online courses.
- 9) assess their ability to succeed in the online learning environment.
- 10) set goals for online course completion.
- 11) understand the value of feedback and criticism.
- 12) understand the concept of test proctoring.
- 13) explain the importance of online and offline work.

## **Module 2 - Technical Resources for Online Learning**

- 14) identify the minimum technical requirements for online courses at ICC.
- 15) identify the hardware and software requirements for specific ICC online courses.
- 16) Identify the minimum computer literacy skills recommended for successful online learners.
- 17) download and utilize plug-ins (e.g., Flash Player, RealPlayer, Adobe Acrobat, etc.).
- 18) identify appropriate hardware/software technical support resources

## **Module 3 - Online Discussions**

- 19) read posts in a discussion board.
- 20) post an original thread.
- 21) post responses to a thread.
- 22) attach a file to a discussion post.

## **Module 4 - Electronic Mail**

- 23) use e-mail to send and receive messages.
- 24) use e-mail to send and receive attachments.
- 25) identify methods of acquiring e-mail support resources.

## **Module 5 - Synchronous Chat Sessions (Instant Messaging)**

- 26) utilize an Instant Messaging program to communicate.

## **Module 6 - Quizzes and Grades**

- 27) complete an online quiz in Blackboard.
- 28) check grades in the Blackboard gradebook.

# Instructor Expectations of Students In Class

- I expect each participant to complete the course requirements in a timely manner. The course should be completed within 8-10 hours total.
- In order to participate in an online course at ICC, you must complete this orientation within the first week of classes or the first two days in summer and mid-semester courses.
- Students may add or drop a class or all classes by completing the proper form (Drop-Add or Withdrawal) which can be obtained from their advisor. The instructor, the advisor, and the Registrar must sign the form. The completed form is then filed in the Registrar's Office.
- Students who have not been officially withdrawn from the course will receive a grade of "F".

## Academic Honesty

This course is an orientation to online courses. This course is very much a hands-on in which the use of discussion boards, e-mail, instant messaging, downloading and installation of plug-ins and files, and online quizzes will assist the learner in becoming successful in future online courses. Therefore, students will be expected to uphold the utmost integrity in completing the course. Students found exhibiting unethical practices in the courses risk failing the course.

## Methods of Evaluation

*Grades will be determined as follows:*

<b>Task/Assignment</b>	<b>Location of Item</b>	<b>Value</b>
<b>Course Contract</b>	<b>Course Information</b>	<b>10</b>
<b>Discussion Forum Post</b>	<b>Course Documents – Module 3</b>	<b>10</b>
<b>Discussion Forum File Attachment</b>	<b>Course Documents – Module 3</b>	<b>10</b>
<b>Online Course Aptitude Quiz Results E-mail</b>	<b>Course Documents – Module 4</b>	<b>10</b>
<b>E-mail Attachment Activity</b>	<b>Course Documents – Module 4</b>	<b>10</b>
<b>Final Exam</b>	<b>Exams</b>	<b>50</b>
<b>Orientation to Online Learning Evaluation</b>	<b>Exams</b>	<b>0</b>