

MASTER COURSE OUTLINE

A. BUSA 1002 Introduction to Online Learning

B. COURSE DESCRIPTION:

This course provides students with an orientation to the online learning environment, online learning strategies, and communication and technology features. Students will be required to demonstrate competency in accessing course materials, completing assignments, communicating with classmates and faculty, researching via the Internet, accessing online resources, and working with multimedia files. Specific technology topics include computer and software (operating system and application) requirements, uploads/downloads, plug-ins, Internet access and browsers, and course management software. To successfully complete this course, students should have basic computer skills such as document creation using application software, creating and sending e-mails, accessing the Internet, and using operating systems.

(1 Cr – 1 lect, 0 lab)

C. **Core Theme: Critical Thinking

D. MAJOR CONTENT AREAS:

- Hardware environment (PC and Windows environment)
- Software environment (browsers and software applications)
- Course management software
 - Communication tools (e-mail, discussions, chats, whiteboards, and homepages)
 - Course materials and their formats (PDF, HTML, Word, Excel, PowerPoint, .mp3, etc)
 - Printing course materials
 - Evaluation tools (assignments, quizzes, and surveys)
 - Gradebook
 - Calendar
- Documents created using external applications software (i.e. Word, Excel, PowerPoint, and other software)
- Upload/download files
- Internet resources
- Online library resources
- College-level communication standards (APA/MLA formatting, discussion formatting, and online etiquette)

E. GOALS/GENERAL COMPETENCIES:

<u>GOAL</u>	<u>OBJECTIVES</u> Students will be able to	<u>OUTCOMES</u> The student will successfully
<u>**Critical Thinking</u>	gather factual information and apply it to a given problem in a manner that is relevant, clear, comprehensive, and conscious of possible bias in the information selected.	1. demonstrate ability to analyze and solve problems using appropriate methodology (software, course management tool, etc.)
<u>CS</u>	understand how the online educational environment differs from the traditional on-campus classroom instruction.	1. explain how the online educational environment differs from the traditional on-campus classroom.
<u>CS</u>	demonstrate a level of technology skills/comprehension to ensure success in the online learning environment.	1. use technology to ensure competency in the online learning environment.
<u>CS</u>	model effective online learning techniques and strategies.	1. apply effective online learning techniques and strategies.
<u>CS</u>	demonstrate college-level writing and online discussion format skills using MLA or APA format.	1. apply college-level writing and online discussion format skills using MLA or APA format.

F. SPECIAL INFORMATION:

This course will require use of the Internet, the submission of electronically prepared documents and the use of a course management software program. Students who have a disability and need accommodations should contact the instructor or the Student Success Center at the beginning of the semester. This information will be made available in alternative format, such as Braille, large print, or current media, upon request. This course uses current versions of Windows and Microsoft Office Professional. Introduction to Online Learning is typically scheduled in an abbreviated schedule (4 – 5 weeks) during the semester.

G. COURSE CODING INFORMATION:

Course Code T/Class Maximum 30; Pass/No Credit.

Revision date: 11/17/10

AASC Approval date: 11/30/10

*Riverland Community College Disciplines	MnTC Goal Number
Communication (CM)	1
Natural Sciences (NS)	3
Mathematics/Logical Reasoning (MA)	4
History and the Social & Behavioral Sciences (SS)	5
Humanities and Fine Arts (HU)	6

**Riverland Community College Core Themes	MnTC Goal Number
Critical Thinking (CT)	2
Human Diversity (HD)	7
Global Perspective (GP)	8
Ethical and Civic Responsibility (EC)	9
People and the Environment (PE)	10

*These five MnTC Goals have been identified as Riverland Community College Disciplines.

** These five MnTC Goals have been identified as Riverland Community College Core Themes.

NOTE: The Minnesota Transfer Curriculum “10 Goal Areas of Emphasis” are reflected in the five required discipline areas and five core themes noted in the Riverland Community College program of study guide and/or college catalog.

Riverland