

EDUC C097N: FINDING WHAT YOU NEED TO SUCCEED IN ONLINE CLASSES

Item	Value
Curriculum Committee Approval Date	04/22/2022
Top Code	493013 - Academic Guidance
Units	0 Total Units
Hours	6 Total Hours (Lecture Hours 6)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Open Entry/Open Exit	No
Grading Policy	P/NP/SP Non-Credit (D)

Course Description

This course helps students develop and practice the basic information literacy skills needed to succeed in online coursework. Students learn to navigate various information sources, including internet search engines, campus policies, and the college website and online support services. Noncredit. NOT DEGREE APPLICABLE. Not Transferable.

Course Level Student Learning Outcome(s)

1. Identify and use posted information, the Internet, and campus resources to resolve various questions or challenges that may arise in online learning.

Course Objectives

- 1. Explain the differences between the class schedule, catalogue, and web schedule bill and what information can be found in each resource.
- 2. Execute a basic internet search to find specific information.
- 3. Select and connect with the appropriate online support service at Coastline (ex: Special Programs, Admissions Records, online tutoring, Library, etc.) to address scenarios commonly faced by students taking online coursework.

Lecture Content

Using the internet Browsers and settings Basics of using a search engine Using Boolean search operators Webpage layouts Methods of protection from viruses, worms and spyware Accessing and using college reference materials myCCC Coastline website College catalogue Searchable class schedule Web schedule bill Academic transcript When to use each reference material Accessing and using online support services College structure and offices Online tutoring Online library Online Distance Learning Academic counseling Special Programs Basic Needs Student Success Center computer labs Admissions Records Student Equity Financial Aid Mental Health Services Career Transfer Center EOPS CalWORKs Evaluation

Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Online Enhanced NC Lect (NC5)
- Live Online Enhanced NC Lect (NC9)

Instructional Techniques

A variety of instructional techniques will be used for the diverse skill levels and learning styles of the students. These may include lecture, practical skills demonstration, activity-based instruction, class discussions, collaborative learning, and facilitation of personal reflection. Opportunities for live coaching will be provided for students who need extra support.

Reading Assignments

Assigned readings may include textbook excerpts, online lectures, and outside web resources.

Writing Assignments

Writing assignments may include online discussions, research, and responses to essay questions.

Out-of-class Assignments

Out-of-class assignments may include library workshops and performance tasks submitted using the features and functions of the Learning Management System and video conferencing software.

Demonstration of Critical Thinking

Students will self-reflect and analyze their own challenges and strengths in relation to online learning and identify online services at Coastline that would provide needed support and otherwise enhance their college experience.

Required Writing, Problem Solving, Skills Demonstration

In response to common online learning challenges, students will use problem solving skills to determine which online learning support resources and documents should be used to find a solution and why. Students will also demonstrate basic information literacy skills by executing a basic internet search to find specific information.

Eligible Disciplines

Education: Master's degree in education OR the equivalent. Master's degree required.

Other Resources

1. College directory and organizational chart
2. Webpage: Learn All the Internet Basics You Need to Navigate the Web Successfully
3. Coastline Library workshops
4. Coastline College website, including the catalogue, class schedule, myCCC and information about college online support services