This course provides an orientation to the characteristics and processes of distance learning. Students will explore the differences between traditional classroom and distance learning courses. They will learn how to anticipate, avoid, and/or solve typical problems encountered in distance learning environments. Students will learn practical strategies and skills to help them succeed in online and hybrid classes.
<table>
<thead>
<tr>
<th>Library technology</th>
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<td>Linguistics</td>
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<td>Management</td>
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<td>Nursing</td>
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<td>Nutritional science/dietetics</td>
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<td>Office technologies (secretarial</td>
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<td>skills, office systems, word</td>
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<td>processing, computer applications,</td>
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<td>automated office training)</td>
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<td>Philosophy</td>
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<td>Recreation administration</td>
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<td>Sign language, American</td>
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<td>Sign language/English interpreting</td>
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<td>Small business development</td>
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<td>(entrepreneurship)</td>
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<td>Social science</td>
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<td>Sociology</td>
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<td>Special education</td>
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**MATERIAL FEE:** Yes [ ] No [X] Amount: $0.00

**CREDIT STATUS:** Noncredit [ ] Credit - Degree Applicable [X] Credit - Not Degree Applicable [ ]

**GRADING POLICY:** Pass/No Pass [X] Standard Letter [ ] Not Graded [ ] Satisfactory Progress [ ]

**OPEN ENTRY/OPEN EXIT:** Yes [ ] No [X]

**TRANSFER STATUS:** CSU Transferable [X] UC/CSU Transferable [ ] Not Transferable [ ]

**BASIC SKILLS STATUS:** Yes [ ] No [X] LEVELS BELOW TRANSFER: Not Applicable

**CALIFORNIA CLASSIFICATION CODES:** Y - Not Applicable

**NON CREDIT COURSE CATEGORY:** Y - Not applicable, Credit Course

**OCCUPATIONAL (SAM) CODE:** E

**REPEATABLE ACCORDING TO STATE GUIDELINES:** No [X] Yes [ ] NUMBER REPEATS:

**REQUIRED FOR DEGREE OR CERTIFICATE:** No [X] Yes [ ]

**GE AND TRANSFER REQUIREMENTS MET:**

**COURSE LEVEL STUDENT LEARNING OUTCOME(S) Supported by this course:**

1. overcome technical problems.
2. give feedback using appropriate guidelines.
3. locate, organize, and complete assignments on time.
4. confirm enrollment and find course/ site materials.

**COURSE OBJECTIVES:**

1. confirm enrollment and find course/ site materials.
2. locate, organize, and complete assignments on time.
3. give feedback using appropriate guidelines.
4. overcome technical problems.

**COURSE CONTENT:**
LECTURE CONTENT:

A. Enrolling in distance learning (DL) courses
   1. Enrolling in future online courses
      a. Counseling—benefits and information available online
      b. Online student orientation
   2. Choosing DL courses
      a. Resources—online catalog, searchable schedule, DL guide and website
      b. DL course formats and learning style (Internet and Hybrid)
      c. How many courses to take [Note: DL courses are not easier.]
   3. Registering - when and how
      a. Enrolling via touch tone
      b. Enrolling online
   4. Confirming enrollment from off campus
   5. Acquiring course materials (online bookstore)

B. Getting started in a DL course
   1. When and where to “start”
   2. Course grading scales
      a. Taking a DL course pass/no pass
      b. Taking a DL course for a grade
   3. DL course assignments
      a. Where to find them
      b. Due dates
      c. Delivery instructions, etc.
   4. Online quizzes and tests
   5. Midterm and final exams—face-to-face requirements, proctored exams,
      alternate test dates, etc.
   6. Scores and feedback on DL course quizzes, assignments, and exams
   7. How to drop DL courses [Note: This is the student's responsibility]
   8. How to determine when DL classes “end”
   9. How to obtain a final grade for DL courses

C. Getting questions answered
   1. College website and MyGWC
   2. Class schedule vs. DL guide vs. catalog - what to use and when
   3. Online course syllabus and telecourse “Student Handbook”
   4. Course web sites
   5. Different contacts for different questions
      a. Admissions & Records
      b. Counselor
      c. DL department staff
      d. Instructor
   6. Protocol and options for contacting instructor
      a. Email
      b. Discussion board
      c. Telephone
      d. On-campus visit

D. Managing expectations: DL vs. on-campus classroom courses
   1. Relative difficulty
   2. Reading requirements
   3. Interaction with instructors and fellow students
   4. Typical instructor response time in DL courses
   5. Assignment schedule [Note: Just as for traditional classroom courses, all
      coursework must be completed and delivered on schedule.]
6. Written work [Note: Just as for traditional courses, all written work should reflect good English.]
7. Response time for scores on quizzes, assignments, and exams
8. Code of conduct (rules and punishment for academic dishonesty)

E. Dealing with technical challenges
   1. When and where to view telecourses
   2. Minimum hardware/software requirements for Internet courses
   3. What to do if servers goes down and a quiz or assignment deadline is missed
   4. Other typical problems and solutions

F. Studying at a distance
   1. Planning/time management
      a. Estimating study time
      b. Keeping up with email and assignments
      c. Allowing more lead or time.
   2. Becoming a self-directed/ self-disciplined/ self-regulating learner:
      a. Taking personal responsibility
      b. Working independently
      c. Being proactive and assertive
   3. Using communication skills
      a. Proper etiquette for e-communications
   4. Studying effectively
      a. Reading from computer screens
      b. Note taking
      c. Preparing for online quizzes and proctored exams
      d. Writing assignments (using Word’s "track changes" feature)
      e. Forming an e-study group or a face-to-face study group with fellow DL students
   5. Recognizing the most common mistakes of DL students
      a. Acknowledging online courses are as challenging as other instruction formats.
      B. Understanding assignments have due dates
      c. Knowing how to use required technology
      d. Accessing online classes on a frequent and regular basis

G. Using college services at a distance
   1. Producing assignments from accessing the Library's online resources.
   2. Demonstrating how to communicate with instructor using email
   3. Describing and using online services available on "MyGWC"

METHODS OF INSTRUCTION:

A. Lecture:
B. Online:
C. Independent Study:

INSTRUCTIONAL TECHNIQUES:

COURSE ASSIGNMENTS:
   Reading Assignments
      Textbook
   Out-of-class Assignments

   Writing Assignments
1. Students will complete individual or small-group projects that demonstrate ability to solve typical challenges in distance education, such as how to schedule time and anticipate problems with assignments.

2. Students will complete individual or small-group projects that demonstrate ability to identify and use appropriate research techniques relating to information published on the Internet.

METHODS OF STUDENT EVALUATION:
Midterm Exam
Final Exam
Short Quizzes
Written Assignments
Objective Examinations
Report
Projects (ind/group)
Problem Solving Exercises
Skills Demonstration

Demonstration of Critical Thinking:
1. Students will be required to identify problems or obstacles that impede their academic success in distance learning.
2. Students will be able to identify and explain techniques, skills or resources that can be used to solve DL problems.

Required Writing, Problem Solving, Skills Demonstration:
1. Students will complete individual or small-group projects that demonstrate ability to solve typical challenges in distance education, such as how to schedule time and anticipate problems with assignments.

2. Students will complete individual or small-group projects that demonstrate ability to identify and use appropriate research techniques relating to information published on the Internet.

TEXTS, READINGS, AND RESOURCES:

TextBooks:

LIBRARY:
Adequate library resources include:

Comments:

Attachments:
Attached Files