DATE OF LAST REVIEW: 02/2013
CIP CODE: 11.0301
COURSE TITLE: Microcomputer Applications I (Online Teaching)
COURSE NUMBER: ONED0110
CREDIT HOURS: 3
INSTRUCTOR: DEPARTMENTAL SYLLABUS
OFFICE LOCATION: DEPARTMENTAL SYLLABUS
OFFICE HOURS: DEPARTMENTAL SYLLABUS
TELEPHONE: DEPARTMENTAL SYLLABUS
EMAIL: DEPARTMENTAL SYLLABUS

KCKCC-issued email accounts are the official means for electronically communicating with our students.

PREREQUISITE(S): consent of the instructor.

REQUIRED TEXT AND MATERIALS: No text.

METHOD OF INSTRUCTION: A variety of methods is used. This may include, but is not limited to: lecture, videos, honors laboratories, demonstrations, cooperative learning, discussion, computer assisted, tutoring, telecourse, online and self-paced learning.

Online Sections: Online courses rely on the use of the Internet and a course management system for content delivery. Courses are accessible both on campus and from most remote sites. Specific information regarding computer skills and system requirements can be found at http://www.kckcc.edu/services/institutionalServices/onlineEducation

COURSE DESCRIPTION: This course is designed to assist in developing classes for delivery via the World Wide Web. This is an introductory course. The intent is to provide instruction for very basic course planning. A brief orientation to a classroom management program will be provided. A variety of articles will be assigned for reading and discussion. Sites on the World Wide Web will be visited to demonstrate the variety of course design options.
**Method of Instruction:** A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, and learning experiences outside the classroom.

**Course Outline:**

I. Introduction to the classroom management program
   
   A. Locate URL  
   B. Log in using ID and password  
   C. Send and receive email  
   D. Copy and paste text  
   E. Search the internet

II. The Impact of Asynchronous Learning
   
   A. Current views of online learning  
   B. Literature review

III. Adapting Onground Courses for Online Delivery
   
   A. Read and review selected articles for adapting classes for online delivery  
   B. Search for articles related to adapting courses for online delivery

IV. Teaching and Learning styles
   
   A. Characteristics of successful online teachers  
   B. Characteristics of successful online students  
   C. Learning styles and the online course

V. Current Course Offerings
   
   A. Define a 'quality online course'  
   B. Existing course critiques

VI. Producing a Webliography
   
   A. Distinguishing quality sites  
   B. Care and maintenance of the webliography

VII. Designing for Student Interaction
   
   A. Student participation guidelines  
   B. Assessing participation
VIII. Telecourses/Multimedia Integration

A. Using video with online courses
B. Multimedia and online courses
C. Streaming audio and video

IX. The Final Product

A. Sample sessions
B. Syllabus for online course

Expected Learner Outcomes:

By the end of the course, the student:

1. Will successfully navigate the classroom management software.
2. Will be aware of existing literature regarding online courses.
3. Will describe the relationship between online delivery and learning styles.
4. Will be able to discuss the advantages and drawbacks of online course delivery.
5. Will be able to describe a variety of adaptations for online delivery.
6. Will have a webliography for an online course.
7. Will be able to prepare an online course syllabus.
8. Will have two lesson plans developed for online delivery.

Course Competencies:

1. The student will locate the course URL.
2. The student will log in using ID and Password.
3. The student will open, read, and send email.
4. The student will copy and paste text.
5. The student will search the Internet.
6. The student will distinguish between synchronous and asynchronous courses.
7. The student will review and respond to at least 3 assigned articles.
8. The student will describe three disadvantages of online courses.
9. The student will describe three advantages of online courses.
10. The student will explain three methods of course adaptation to online delivery.
11. The student will identify characteristics of successful online teachers.
12. The student will identify characteristics of successful online students.
13. The student will define the characteristics of a quality online course.
14. The student will explain how online courses can address various learning styles.
15. The student will review and critique selected online courses.
16. The student will contribute comments to weekly discussion.
17. The student will describe a method of assessing student participation.
18. The student will discuss the process of evaluating online teaching.
19. The student will review a process for evaluating online courses.
20. The student will use an online testing system.
21. The student will discuss assessment procedures for online courses.
22. The student will explain the use of the competency index.
23. The student will compose a webliography with at minimum of ten sites.
24. The student will complete two weekly assignments for online delivery.
25. The student will submit an appropriate course management statement.

**Assessment of Learner Outcomes:**

1. Active participation in the course discussions.
2. Review of articles/complete assignments on time.
3. Webliography
4. Lesson Plans
5. Course Management Statement

**SPECIAL NOTE:**

This syllabus is subject to change at the discretion of the instructor. Material included is meant to provide an outline of the course and rules that the instructor will adhere to in evaluation of the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome at any time.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the Director of the Academic Resource Center, Room 3354 or 288-7670.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that are free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding and tolerance.