GAVILAN COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95023

Course Outline

COURSE: LIB 732   DIVISION: 90   ALSO LISTED AS:

TERM EFFECTIVE: Fall 2013   CURRICULUM APPROVAL DATE: 03/11/2013

SHORT TITLE: INTRO TO ONLINE GAVILAN

LONG TITLE: Introduction to Online Gavilan

Units	Number of Weeks	Type	Contact Hours/Week	Total Contact Hours
0	18	Lecture:	0	0
		Lab:	1 TO 3	18 TO 54
		Other:	0	0
		Total:	1 TO 3	18 TO 54

COURSE DESCRIPTION:

Introduction to the online classes and student services at Gavilan College. This course will show students how to log into their online courses, find lectures, assignments and exams, take part in online class discussions, submit attachments, and view their grades. The course will also cover all the online student services available to the distant student, including counseling, library resources, records and grades, financial aid, tutoring and technical support.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: N - Non Credit

GRADING MODES
        N - Non Credit

REPEATABILITY: R - Course may be repeated
Maximum of 99 times, 100 credit hours

SCHEDULE TYPES:
        05 - Hybrid
        72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

1. Measure: Students will demonstrate proficiency in the tools required to succeed in the iLearn environment

PLO: 1
ILO: 3
GE-LO:
Year assessed or anticipated year of assessment: to be assessed SP2013

2. Measure: Using online tools students will self assess their technical readiness to participate in online classes
PLO: 1
ILO: 3
GE-LO:
Year assessed or anticipated year of assessment: to be assess SP13

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS
Curriculum Approval Date: 03/11/2013
WEEK 1   3 HOURS
Introduction to the online environment, different formats of online courses (enhanced, hybrid, online & telecourses), hardware and software requirements. A virtual tour around the ETUDES system.
WEEK 2   3 HOURS
Uses of the online forums for class discussion. Differences between public and private forums. Procedures for registering in the online forums. Practice in posting new threads, replying to an existing thread, and editing messages. Introduction of proper netiquette in an online discussion.
WEEK 3   3 HOURS
Development of competencies in areas such as interacting asynchronously, cutting & pasting from word processing files, sending assignments as attached RTF files, and other related online course skills.
WEEK 4   3 HOURS
A virtual tour around the Gavilan College website, and an overview of the various services available to the online student. An overview of different student support groups: MESA, EOPS, TRIO, DSPS, Transfer & Career Center. Ordering textbooks through the Gavilan College Bookstore, or other online bookstores. Requirements, shipping costs and time considerations.
WEEK 5   3 HOURS
Virtual library services, ordering books and periodical articles, help from the reference librarian. Virtual counseling services, what kind of counseling is available for online students. Financial Aid - downloading FAFSA forms, other places offering financial aid. The Writing Center - online critiques of the student's assignments, accessing the Gavilan database of writing assignments.
WEEK 6   3 HOURS
Developing a network of support: connecting and communicating with other students, faculty members, and technical support. discussion of effective learning strategies: organization, priority setting, time

management, note-taking, test-taking skills.

METHODS OF INSTRUCTION:
Online lectures, field trips around the Gavilan Website, exercises, discussion forums, email, private messages, online quizzes.

METHODS OF EVALUATION:

REPRESENTATIVE TEXTBOOKS:
n/a

ARTICULATION and CERTIFICATE INFORMATION
        Associate Degree:
        CSU GE:
        IGETC:
        CSU TRANSFER:
            Not Transferable
        UC TRANSFER:
            Not Transferable

SUPPLEMENTAL DATA:
Basic Skills: B
Classification: L
Noncredit Category: C
Cooperative Education:
Program Status: 2 Stand-alone
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department:
CSU Crosswalk Course Number:
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: E
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000063193
Sports/Physical Education Course: N
Taxonomy of Program: 493014