



Los Angeles Community College District

COURSE OUTLINE

(Replaces PNCR and Course Outline)

Section I: BASIC COURSE INFORMATION

OUTLINE STATUS: New Course, Degree Applicable, 2006-2007

\*

1. COLLEGE: Southwest

2. SUBJECT (DISCIPLINE) NAME<sup>1</sup>: Computer Applications and Office Technology
(40 characters, no abbreviations)

3. COURSE NUMBER: 134 (099W)

4.

5. COURSE TITLE: How to Teach an Online Course

6. UNITS: 1.5

7. CATALOG COURSE DESCRIPTION -- Provide a description of the course, including an overview of the topics covered:

This is a class that prepares instructors to use online components in both traditional classes and online classes and to use a common Course Management System to facilliate their courses. This class will give instructors actual online class experience as students, expose them to pedagogy of online classes, and to help them prepare their own course material.

7. CLASS SCHEDULE COURSE DESCRIPTION -- Provide a brief description of the course, including an overview of the topics covered:

This course prepares instructors to use online components in both traditional classes and online classes and to use a common Course Management System to plan and facilliate their courses.

8. INITIAL COLLEGE COURSE APPROVAL DATE, Curriculum Committee: 4/17/2007
COLLEGE COURSE APPROVAL DATE, Academic Senate: 5/10/2007
COURSE OUTLINE APPROVAL DATE: 4/17/2007

9. UPDATES, IF EXISTING COURSE: (check all applicable boxes): N/A, new course

- Content Last Update:
Objectives Last Update:
College Specific Course Attributes/Data Elements Last Update:
Districtwide Course Attributes/Data Elements Last Update:
Other (describe) Last Update:

Empty rectangular box for additional information.

<sup>1</sup> Underlined course attributes are the same for the course throughout the LACCD; all other course attributes are college specific.

**10. CLASS HOURS:**

	"Standard Hours" per Week (based on 18 weeks)	Total Hours per Term (hrs per week x 18)	Units
Lecture:	1	18	1
Lab/activity (w/ homework):	1	18	.5
Lab/activity (w/o homework):	0	0	0
<b>Total:</b>	<b>2</b>	<b>36</b>	<b>1.5</b>

**Note:** The Carnegie Rule and Title 5, section 55002 sets forth the following minimum standards: 1 unit = 1 hour lecture per week, 2 hours homework per week; **OR** 2 hours per week of lab with homework; **OR** 3 hours of lab per week without homework. The hours per week are based on a standard 18-week calendar. Lecture also includes discussion and/or demonstration hours, laboratory includes activity and/or studio hours.

**11. PREREQUISITES, COREQUISITES, ADVISORIES ON RECOMMENDED PREPARATION, and LIMITATION ON ENROLLMENT**

**Note:** The LACCD's *Policy on Prerequisites, Corequisites and Advisories* requires that the curriculum committee take a separate action verifying that a course's prerequisite, corequisite or advisory is an "appropriate and rational measure of a student's readiness to enter the course or program" and that the prerequisite, corequisite or advisory meets the level of scrutiny delineated in the policy.

. Prerequisites: **None** (If Yes, complete information below)

Subject	Number	Course Title	Units	Validation Approval Date (official use only)

. Corequisite: **None** (If Yes, complete information below)

Subject	Number	Course Title	Units	Validation Approval Date (official use only)

. Advisories: **None** (If Yes, complete information below)

Subject	Number	Course Title	Units	Validation Approval Date (official use only)

**12. REPETITIONS** -- Number of times course may be repeated for credit (three maximum): 0, **None** (see: Section V, #9)

**13. OTHER LIMITATIONS ON ENROLLMENT** (see Title 5, Section 58106 and Board Rule 6803 for policy on allowable limitations. Other appropriate statutory or regulatory requirements may also apply):

**Although open to anyone, this class is primarily designed for instructors and teachers.**

## Section II: COURSE CONTENT AND OBJECTIVES

### 1. COURSE CONTENT AND OBJECTIVES:

COURSE CONTENT AND SCOPE – <b>Lecture:</b> If applicable, <b>outline</b> the topics included in the lecture portion of the course ( <b>outline reflects course description, all topics covered in class</b> ).	Hours per topic	COURSE OBJECTIVES - <b>Lecture</b> (If applicable): Upon successful completion of this course, the student will be able to... (Use action verbs – see Bloom’s Taxonomy below for “action verbs requiring cognitive outcomes.”)
<b>Note the Lecture and the lab are closely tied. The Lecture introduces concepts and the lab is used to amplify and practice the same contents.</b>		
Learning to be an online student; overview of: A. Course Management system B. Keys to success as an online student	1	1. Analyze Best Practices in the design of online classes.  2. Analyze course models and select one most appropriate for a particular course.  3. Identify the key requirements for participation in an online class.  <b>SLOs:</b> As a result of this learning experience, the student can:  1. Appraise his/her ability and skills to teach an online class.
Introduction: Exploring an Online Class A. Pedagogy and tools 1. Best Practices for online teaching 2. Designing Constructivist Learning Environments B. Student Learning Styles and online class implications	2	
Starting to Build your Online Class; overview of: A. Introduction to course models B. Selecting a course model C. Setting up the class website D. Setting up communications tools	3	
Building Your Online Class; overview of: A. Adding resources 1. Incorporating images 2. Incorporating links B. Assignments 1. Online/Offline 2. Evaluating assignments C. Managing students D. Time Management	3	
Refining Your Online Class: overview of: A. Using the grade book B. Incorporating PowerPoint slides C. Linking to outside resources D. Building and importing quizzes E. ADA Compliance F. Available outside resources	3	
Completing Your Online Class; overview of: A. Incorporating multimedia B. Group assignments C. Directories and labels D. Using the Chat module E. Other possibilities F. Testing your site G. Managing your site H. Backing up your site	6	

Total Hours	18	
<b>COURSE CONTENT AND SCOPE -- Laboratory:</b> If applicable, <b>outline</b> the topics included in the laboratory portion of the course ( <b>outline reflects course description, all topics covered in class</b> ).	Hours per Topic	<b>COURSE OBJECTIVES - Laboratory (If applicable):</b> Upon successful completion of this course, the student will be able to... (Use action verbs – see Bloom’s Taxonomy below for “action verbs requiring cognitive outcomes.”) <sup>2</sup>
<b>Note the Lecture and the lab are closely tied. The Lecture introduces concepts and the lab is used to amplify and practice the same contents</b>		
Hands-on experience: Learning to be an online student A. Introduction to Course Management System B. Navigate CMS, Use resources, Formulate/give Assignments, forums and quizzes B. Keys to success as an online student	3	<p>1. Create an online class, employing all elements reviewed and practiced.</p> <p><b>SLOs:</b> As a result of this learning experience, the student can:</p> <p>1. Using a common course management system, create online components for an online or traditional course.</p>
Hands-on experience: Starting to Build your Online Class A. Introduction to course models B. Selecting a course model C. Use a CMS to create a class website D. Setting up communications tools	3	
Hands-on experience: Building Your Online Class A. Adding resources 1. Incorporate images (graphic illustrations) into an effective online lecture 2. Incorporating internal and external links into an effective online lecture B. Employ Assignments 1. Manage submitted files (online/offline) 2. Evaluate assignments; give feedback C. Managing students 1. Measure student participation 2. Intervene when necessary D. Time Management 1. Appraise time requirements of online classes 2. Employ techniques to more efficiently use time	3	
Hands-on experience: Refining Your Online Class A. Use a CMS’s grade book to evaluate student progress B. Incorporate PowerPoint slides into course web pages C. Apply links to CMS to direct students to outside resources D. Build and import quizzes 1. Utilize CMS quiz tools to create quizzes and exams for online courses. 2. Incorporate publisher provided quiz questions into quizzes without the need to retype them. E. ADA Compliance 1. ADA rules 2. Applying ADA rules to online class content	3	

<sup>2</sup> In general “activity” courses or portions of courses are classified “laboratory.”

<p>F. Available outside resources</p> <ol style="list-style-type: none"> <li>1. Analyze outside resources available for courses</li> <li>2. Incorporate selected resources into a course's resource materials.</li> </ol>		
<p>Hands-on experience: Completing Your Online Class, using a CMS</p> <ol style="list-style-type: none"> <li>A. Incorporate multimedia into an online class, including video, music and animation.</li> <li>B. Explain the use of group assignment tools provided in CMS ad how they could be applied to a particular online course.</li> <li>C. Establish directories and labels</li> <li>D. Use the Chat module</li> <li>E. Consider other possibilities</li> <li>F. Analyze other CMS tools commonly found in online classes for use in a particular course</li> <li>F. Plan a testing process for the online course</li> <li>G. Identify the tools available to manage on online course and how to apply them</li> <li>H. Backing an online class and restore the backup for further use.</li> </ol>	6	
<p>Total Hours</p>	18	

\*Total lecture and laboratory hours (which include the final examination) must equal totals on page 1.

### Bloom's Taxonomy

SIMPLE SKILLS <<----->> COMPLEX SKILLS					
			Critical Thinking		
<u>Knowledge</u>	<u>Comprehension</u>	<u>Application</u>	<u>Analysis</u>	<u>Synthesis</u>	<u>Evaluation</u>
define repeat record list recall name relate underline	translate restate discuss describe recognize explain express identify locate report review tell	interpret apply employ use demonstrate dramatize practice illustrate operate schedule shop sketch	distinguish analyze differentiate appraise calculate experiment test compare contrast criticize diagram inspect debate inventory question relate solve examine categorize	compose plan propose design formulate arrange assemble collect construct create set up organize prepare	judge appraise evaluate rate compare value revise score select choose assess estimate measure

**1. REQUIRED TEXTS:**

Provide a representative list of textbooks and other required reading; include author, title and date of publication:

Teaching Online: A Practical Guide, 2d Edition by Susan Ko and Steve Rossen 6/2003 ISBN: 0618298487

**2. SUPPLEMENTARY READINGS:**

Reading assignments may include, but are not limited to the following:

Several required online supplements and articles. These supplements will be used to augment the material in the text.

**3. WRITING ASSIGNMENTS:**

Title 5, section 55002 requires grades to be “based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.” Writing assignments in this course may include, but are not limited to the following:

Several assignments will be given. Example: Students will be asked to research online sources and post results to discussion boards.

**4. REPRESENTATIVE OUTSIDE ASSIGNMENTS:**

Out of class assignments may include, but are not limited to the following:

Students will be asked to create a syllabus and post it for their sample course.

**5. REPRESENTATIVE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING:**

Title 5, section 55002(a) requires that a degree-applicable course have a level of rigor that includes “critical thinking and the understanding and application of concepts determined by the curriculum committee to be at college level”. Critical thinking may include, but is not limited to analysis, synthesis, and evaluation. Provide examples of assignments that demonstrate critical thinking.

Students will be asked to look at representative online courses and critically evaluate them, taking into consideration best practices for online courses.

**6. METHODS OF EVALUATION:**

Title 5, section 55002 requires grades to be “based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.” Methods of evaluation may include, but are not limited to the following (please note that evaluation should measure the outcomes detailed “Course Objectives” at the beginning of Section II):

This is a Credit/No Credit course. It is also a **“Hands-On”** class. The grades will be based on discussion, group activities and other participation and completion of the final project. The students will be graded on the following:

Discussion questions	40%
Quizzes	10%
Final Project	50%

The final project will be creating a portion (approximately 2-3 weeks) of an Online course shell that includes the following:

- Lecture Notes
- Assignments
- Discussions
- Assessments
- Activities
- Resources

## 7. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to the following:

- Lecture
- Discussion
- Laboratory
- Activity
- Field Experience
- Independent Study
- Other (explain)

*Demonstrations, one-on-one conferences, small group collaboration, computer interactive assignments, independent research and study assignments*

## 8. SUPPLIES:

List the supplies the student must provide.

*250 meg or larger USB storage devices*

## 9. COMPUTER COMPETENCY:

If applicable, explain how computer competency is included in the course.

*This course uses a personal computer and includes hands on lab experience with both hardware and software*

## 10. INFORMATION COMPETENCY:

Information competency is the ability to find, evaluate use, and communicate information in all its various formats. It combines aspects of library literacy, research methods and technological literacy. Information competency includes consideration of the ethical and legal implications and requires the application of both critical thinking and communications skills. If applicable, explain how information competency is included in the course.

*Students must locate, evaluate and use appropriate information in carrying out assignments of this course.*

## 11. DIVERSITY:

If applicable, explain how diversity (e.g., cultural, gender, etc.) is included in the course.

*The sample courses produced will be appropriate for diverse populations of students, including handicapped students.*

## 12. SCANS COMPETENCIES (required for all courses with vocational TOP Codes; recommended for all courses):

SCANS (**S**ecretary's **C**ommission on **N**ecessary **S**kills) are skills the Department of Labor identified, in consultation with business and industry leaders, which reflect the skills necessary for success in the workplace. Check the appropriate boxes to indicate the areas where students will develop the following skills (please note that all SCANS competencies do not apply to all courses):

#### RESOURCES

- Managing Time:** Selecting relevant goal-related activities, ranking them in order of importance, allocating time to activities, and understanding, preparing and following schedules.
- Managing Money:** Using or preparing budgets, including making cost and revenue forecasts; keeping detailed records to track budget performance, and making appropriate adjustments.
- Managing Material and Facility Resources:** Acquiring, storing, allocating, and distributing materials, supplies, parts, equipment, space or final products in order to make the best use of them.

#### INTERPERSONAL

- Participating as Member of a Team:** Working cooperatively with others and contributing to group's efforts with ideas, suggestions and effort.
- Teaching Others New Skills:** Helping others learn needed knowledge and skills.
- Exercising Leadership:** Communicating thoughts, feelings, and ideas to justify a position, encouraging, persuading, convincing or otherwise motivating an individual or group, including responsibly challenging existing procedures, policies or authority.
- Negotiating:** Working toward agreement that may involve exchanging specific resources or resolving divergent interests.
- Working with Cultural Diversity:** Working well with men and women and with people from a variety of ethnic, social, or educational backgrounds.

#### INFORMATION

- Acquiring and Evaluating Information:** Identifying a need for data, obtaining the data from existing sources or creating them, and evaluating their relevance and accuracy.
- Organizing and Maintaining Information:** Organizing, processing and maintaining written or computerized records and other forms of information in a systematic fashion.
- Interpreting and Communicating Information:** Selecting and analyzing information and communicating the results of others, using oral, written, graphic, pictorial, or multimedia methods.
- Using Computers to Process Information:** Employing computers to acquire, organize, analyze and communicate information.

#### SYSTEMS

- Understanding Systems:** Knowing how social, organizational and technological systems work and operating effectively with them.
- Monitoring and Correcting Performance:** Distinguishing trends, predicting impacts of actions on system operations, diagnosing deviations in the functioning of a system/organization, and taking necessary steps to correct performance.
- Improving or Designing Systems:** Making suggestions to modify existing systems in order to improve the quality of products or services and developing new or alternative systems.

*TECHNOLOGY*

- Selecting Technology:** Judging which sets of procedures, tools or machines, including computers and their programs, will produce the desired results.
- Applying Technology to Tasks:** Understanding overall intent and proper procedures for setting up and operating machines, including computers and their reprogramming systems.
- Maintaining and Troubleshooting Equipment:** Preventing, identifying, or solving problems with equipment, including computers and other technologies.

### Section III: RELATIONSHIP TO COLLEGE PROGRAMS

1. **THIS COURSE WILL BE AN APPROVED REQUIREMENT FOR AN APPROVED ASSOCIATE DEGREE OR CERTIFICATE PROGRAM:** **Yes**

If yes, the course will be a **"restricted" elective** portion of the "approved program" listed on the State Chancellor's Inventory of Approved Programs (approved programs can be found on the State Chancellor's Office website at <http://misweb.cccco.edu/esed/webproginv/prod/invmenu.htm>)

**Recommended Elective for AS in CAOT (Program ID 02864)**

NOTE: In order for a course to be approved as a requirement for an associate degree or certificate program, the program must be listed on the State Chancellor's Office *Inventory of Approved Programs* AND the course must be listed in the college catalog as either a requirement or an elective for the program. If course is not part of an approved program at the college adopting the course, it will be considered to be a "stand-alone" course, and is subject to the State Chancellor's approval criteria. The college must complete and submit the Chancellor's Office "APPLICATION FOR APPROVAL OF CREDIT" form. Certain courses are granted "blanket approval" by the State Chancellor's Office and do not require separate approval. See the Chancellor's Office *Program and Course Approval Handbook* for details. LACCD Skills **Certificates are not State approved programs** and are not listed on the Chancellor's Office *Inventory of Approved Programs*.

2. **GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE STATUS:**

a. Area requested: **None** **Approval** date:

If applicable, provide an explanation of how the course meets the General Education parameters for one of the five general education areas – *Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality, Health and Physical Education* -- contained in Board Rule 6201.14 -General Education Requirements. [http://marlin.laccd.edu/district/BoardRules\\_AdmRegs/boardrules.htm](http://marlin.laccd.edu/district/BoardRules_AdmRegs/boardrules.htm)

a. 2<sup>nd</sup> Area requested: **None** **Approval** date:

If applicable, provide an explanation of how the course meets General Education parameters for an additional general education area – *Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality, Health and Physical Education* -- contained in Board Rule 6201.14 - General Education Requirements. [http://marlin.laccd.edu/district/BoardRules\\_AdmRegs/boardrules.htm](http://marlin.laccd.edu/district/BoardRules_AdmRegs/boardrules.htm)

## Section IV: ARTICULATION INFORMATION

(Complete in consultation with College Articulation Officer)

### 1. TRANSFER STATUS:

Do you know if this is taught at any CSU? If so, it can be coded CSU transferable by our curriculum committee.

- a. Transferable to the University of California:       c. Transferable to the California State University:
- b. UC **approval** date: \_\_\_\_\_      d. College **approval** date: \_\_\_\_\_

It has to be submitted for UC approval, if you would like it.

### 2. GENERAL EDUCATION FOR TRANSFER:

#### IGETC Certification:

- a. Area requested: **None**  
 b. Date requested:  
 c. IGETC **approval** date:

If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in IGETC Certification Guidelines.

#### CSU Certification:

- a. Area requested: **None**  
 b. Date requested:  
 c. CSU **approval** date:

If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in CSU Certification Guidelines.

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- a. 2<sup>nd</sup> Area requested: **None**  
 b. Date requested:  
 c. IGETC **approval** date:

If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in IGETC Certification Guidelines.

- a. 2<sup>nd</sup> Area requested: **None**  
 b. Date requested:  
 c. CSU **approval** date:

If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in CSU Certification Guidelines.

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### 3. MAJOR REQUIREMENT FOR TRANSFER – Will this course be articulated to meet lower division major requirements? **NO**

List college/university and the majors:

College/University	Major(s)

**CAN NUMBER:**      **CAN SEQUENCE NUMBER:**  
 CAN Approval -- Date requested:      Date approved:

## Section V: SUPPLEMENTAL COURSE INFORMATION

1. **DEPARTMENT/DIVISION NAME:** **Business**
2. **DEPARTMENT/DIVISION CODE:** **03**
3. **SUBJECT CODE** -- 3 characters, assigned by District Office: **687** (existing subject codes are available on the LACCD web site at <http://www.laccd.edu/curriculum/directory-programs-courses/index.htm>)
4. **SUBJECT ABBREVIATION** -- 7 characters, assigned by District Office: **CAOT**
5. **SPC CODE** -- 3 characters, assigned by District Office:
6. **ABBREVIATION FOR TRANSCRIPTS** -- 20 characters, assigned by District Office: **CAOT 134**
7. **DEGREE CREDIT:** Indicate whether the course meet the "standards for approval" for degree credit course set forth in Title 5, section 55002(a)(2), which requires the course to have a degree of intensity, difficulty, and vocabulary that the curriculum committee has determined to be at the college level :  
This courses is **Degree Applicable**.

8. **CREDIT/NO CREDIT GRADING:** **Only**

9. **REPETITIONS** -- Number of times course may be repeated for credit (three maximum): **0**

How does the repetition of this course meet Title 5, section 58161 requirements? A course may be repeatable when, "course content differs each time it is offered, and that the student who repeats it is gaining an expanded educational experience for one of the following reasons: (A) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or (B) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained."

10. **PRIOR TO TRANSFERABLE LEVEL** – This course attribute applies to **English, writing, ESL, reading** and **mathematics** courses ONLY. If applicable, indicate how many levels below the transferable level this course should be placed: **Not applicable**

11. **CREDIT BASIC SKILLS** -- Title 5, section 55502(d) defines basic skills as "courses in reading, writing, computation, and English as a Second Language, which are designated as non-degree credit courses pursuant to Title 5, section 55002(b)." **No** If Yes, course must be non-degree applicable.

12. **CROSS REFERENCE** -- Is this course listed as equivalent in content to existing College/District courses in another discipline? **No**

If Yes, list courses (documentation of cross-discipline agreement must be provided):

13. **COURSE SPECIFICALLY DESIGNED FOR STUDENTS WITH DISABILITIES** -- Title 5, section 56029 allows a course to be repeatble when continuing success of the students with disabilities is dependent on additional repetitions of a specific class. Is this course designated as an "approved special class" for students with disabilities? **No**

If yes, provide an explanation of how this course meets the requirements of Title 5, section 56029.

**14. COOPERATIVE EDUCATION STATUS** -- Title 5, section 55252 allows for two types of Cooperative Education: 1) General Work Experience Education -- i.e., supervised employment, which is intended to assist students in acquiring desirable work habits, attitudes and career awareness, which need not be related to the students' educational goals; or 2) Occupational Work Experience Education -- i.e., supervised employment, extending classroom based occupational learning at an on-the-job learning station, which is related to the students' educational or occupational goal. Is this course part of the college's approved cooperative work experience education program? **No**

**15. COURSE CLASSIFICATION:** **Occupational**

Note: A course's Classification, TOP Code and SAM code must be aligned – e.g., Courses with an "Occupational" Course Classification must have an "Occupational" TOP Code **and** a SAM Code of A, B, C, or D; courses that do not have an "Occupational" Course Classification cannot have an Occupational TOP Code **and** must have an "E" SAM Code. Courses coded as "basic skills" in #11 should be coded "Adult and Secondary Basic Skills."

**16. TOP CODE – (6 digits XXXX.XX) 0514.00**

Course content should match discipline description in Taxonomy of Programs found at [www.cccco.edu/cccco/esed/curric/curriculum.htm](http://www.cccco.edu/cccco/esed/curric/curriculum.htm).

**17. SAM CODE (Student Accountability Model):** **D - Possibly Occupational**

SAM Codes (see CCC Chancellor's Office *Student Accountability Model Operations Manual*, 1984) should be assigned as follows:

**Priority "A" – Apprenticeship:** Courses designed for an indentured apprentice must have the approval of the State of California, Department of Industrial Relations Department, Division of Apprenticeship Standards.

**Priority "B" – Advanced Occupational:** Courses taken by students in the advanced stages of their occupational programs. Courses should be offered in one specific occupational area only. Priority letter "B" should be assigned sparingly; in most cases, no more than two courses in any one program should be labeled "B." "B"-level courses must have Priority "C" prerequisites in the same program area.

**Priority "C" – Clearly Occupational:** Courses generally taken by students in the middle stages of their programs should have a difficulty level sufficient to detract "drop-ins." Courses may be offered in several occupational programs within a broad area. The "C" priority, however, should also be used for courses within a specific program area when the criteria for "B" classification are not met. A "C"-level course should provide the student with entry-level job skills.

**Priority "D" -- Possibly Occupational:** "D" courses are those taken by students in the beginning stages of their occupational programs. The "D" priority can also be used for service (or survey) courses for other occupational programs.

**Priority "E" – Non-occupational.**

## SECTION VI: APPROVAL STATUS

### 1. APPROVAL STATUS:

- |  |                          |                                    |
|--|--------------------------|------------------------------------|
| a. <input checked="" type="checkbox"/> New Course                | . Board Approval Date:   | . Effective Semester: <b>Su 07</b> |
| b. <input type="checkbox"/> Addition of Existing District Course | . College Approval Date: | . Effective Semester:              |
| c. <input type="checkbox"/> Course Change*                       | . College Approval Date: | . Effective Semester:              |
| d. <input type="checkbox"/> Outline Update                       | . College Approval Date: |                                    |

\* Changes to a course require the completion of a "Course Change Request" form and approval by the college's Curriculum Committee. In some cases districtwide approval is also required; see, Administrative Regulation E-65, section 3(c) for details.

## SECTION VII: APPROVAL INFORMATION FOR NEW OR ADDED COURSES

(complete in consultation with Department Chair and the appropriate Academic Administrator)

1. **ORIGINATOR:** Joseph Perret

2. **DEPARTMENT:** Business

3. **IF THIS IS A NEW COURSE, INDICATE HOW THE COLLEGE PLANS TO MEET THE EXPENSE OF THIS COURSE:**

By additional funds. Describe:

VATEA and/or Block Grant funds

By deleting courses from the college catalog and course database. List specific courses to be deleted:

By deleting sections of existing courses. List courses and number of sections to be deleted:

First year:                      Second year:                      Third year:

By rotating sections of existing courses. List courses and number of sections to be rotated, as well as the semesters in which they will be offered:

4. **IMPACT** -- Will this course directly impact other course offerings and/or associate degree or certificate programs on campus?

**Yes** (If yes, briefly explain how)

This course will better prepare instructors to teach online and could thus indirectly and positively impact other course offerings.

5. **METHOD OF SUPPORT** -- Indicate how the college plans to support the proposed course:

Additional staff -- List additional staff needed: You need to put adjunct instructor if you don't have time to teach it.

**None; existing.**

Classroom -- List classroom type needed:

Put the existing classroom and lab (for any class that might not be taught online. Remember you will have to do an addendum.

**None; existing CAOT labs**

Equipment -- List new equipment needed and indicate funding source for any new equipment:

Do you need any new equipment, assuming it's taught in a classroom and lab or is the existing equipment sufficient?

**None needed**

Supplies- List supplies and indicate dollar value:

**None**

Library/Learning Resources- The course initiator shall consult with the College Librarian and review the college library, book, periodical, and electronic resource collections relevant to this course. List additional titles and resources to be considered for purchase as funding permits:

Check with the Librarian to see if the Library has any resources that might be helpful to you or your students. You might have the students use databases that they have. (The Librarian is supposed to sign off before the course comes to the Curriculum Committee.)

**No specific materials required, general usage online resources**

**CONTENT REVIEW FOR PREREQUISITE VALIDATION  
LOS ANGELES COMMUNITY COLLEGE DISTRICT  
COURSE STANDARDS AND CRITERIA**

Subject: **CAOT**

Number: **134**

Course Title: **How to Teach an Online Course**

Joe, Read the standards for making sure your course is at college level. Check each area off if they are. Using the Official Course Outline, please determine whether or not the above listed credit course meets the following standards and criteria required in Title V, Part VI of the California Administrative Code, and which has been designated as appropriate to the Associate Degree. Place a (X) in the appropriate box.

<u>CRITERIA AND STANDARDS</u> Section 55002	<u>RATING CRITERION</u>	
	MET	NOT MET
Is recommended by the responsible college officials, and the academic senate or other appropriate faculty body as meeting the requirements of this subsection and has been approved by the local district governing board as a course meeting the needs of the students for admission.	X	
Is taught by a credentialed instructor in the discipline.	X	
Is offered as described <u>in an outline in official college files</u> . That the outline shall specify the unit value, scope, objectives, content in terms of a specific body of knowledge, appropriate reading and writing assignments, outside of class assignments, instructional methodology and methods of evaluation for determining whether the stated objectives have been met by students.	X	
Is taught in accordance with a set of instructional objectives common to all students.	X	
Provides for measurement of students performance in terms of the stated course objectives and culminates in a formal recorded grade based upon uniform standards in accordance with Section 55578 of Title 5, which is permanently recorded as an evaluation of student performance; bases grades on demonstrated proficiency in subject matter determined by multiple measurement for evaluation; and has examinations, including essays and/or, where appropriate, uses appropriate symbol systems and/or skills demonstrations by students.	X	
Grants units of credit based upon a specified relationship between the number of lecture and/or laboratory hours or performance criteria specified in the course outline; and requires a minimum of three hours of work per week including class time for each unit of credit, prorated for short-term, lab and activity courses.	X	
Treats subject matter with a scope and intensity which requires students to study independently outside of class time.	X	
Requires, when appropriate, entrance skills and consequent prerequisites for the course before students are enrolled	X	
Requires the ability to think critically and to understand and apply concepts in order to participate in the course.	X	
Requires learning skills and a vocabulary appropriate for a college course.	X	
Requires the use of college level educational materials.	X	

## CERTIFICATION AND RECOMMENDATION

- This course meets Title 5 requirements for Associate Degree applicable college credit towards an Associate of Arts Degree.
- This course meets Title 5 requirements but does not satisfy the requirements for an Associate Degree applicable course.

**We certify that the information and answers above properly represent this course.**

**Joseph Perret**

Originator

**05/08/2007**

Date

**Carolyn Magee**

Department/Cluster Chairperson

**05/08/2007**

Date

**Linda Larson Singer**

Articulation Officer

**05/11/2007**

Date

**Linda Brady**

Librarian

**06/01/2007**

Date

**Maria Elena Martinez**

Dean (if applicable)

**06/01/2007**

Date

**Linda Larson-Singer**

Curriculum Committee Chairperson

**05/11/2007**

Date

**Reggie Morris**

Academic Senate President

**05/08/2007**

Date

**Leige Henderson**

Vice President, Academic Affairs

**06/01/2007**

Date

**Jack E. Daniels, III**

College President

Date

**DATA INPUT PAGES**  
*(Fills Automatically from Other Pages)*

**COLLEGE:**

**APPROVAL STATUS:**

New Course  
Addition of Existing District  
Course

Board Approval Date:  
College Approval Date:

Effective Semester:  
Effective Semester:

**DEPARTMENT/DIVISION NAME:**

**DEPARTMENT/DIVISION CODE: 03**

**SUBJECT (DISCIPLINE) NAME): CAOT**

**SUBJECT CODE** -- 3 characters, assigned by District Office: \_\_\_\_

**SUBJECT ABBREVIATION** -- 7 characters, assigned by District Office: **CAOT**

**COURSE TITLE:** **How to Teach an Online Course**

**COURSE NUMBER:** **134**

**UNITS:** **1.5**

**CLASS HOURS:**

	Hours per week (based on 18 weeks)	Total Hours per term (hrs per week x 18)	Units
Lecture:	1	18	1
Lab/activity (w/ homework):	1	18	.5
Lab/activity (w/o homework):			
Total:	2	36	1.5

**DEGREE CREDIT:** Indicate whether the course meet the "standards for approval" for degree credit course set forth in Title 5, section 55002(a)(2), which requires the course to have a degree of intensity, difficulty, and vocabulary that the curriculum committee has determined to be at the college level :

This courses is

**THIS COURSE WILL BE AN APPROVED REQUIREMENT FOR AN APPROVED ASSOCIATE DEGREE OR CERTIFICATE PROGRAM:**

3.

If yes, the course will be a "restricted" elective portion of the "approved program" listed on the State Chancellor's Inventory of Approved Programs (approved programs can be found on the State Chancellor's Office website at

**GENERAL EDUCATION FOR TRANSFER: None**

Area requested: **None** Approval date:

**GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE STATUS: None**

Area requested: **None** Approval date:

2<sup>nd</sup> Area requested: **None** Approval date:

**TRANSFER STATUS: None**

Transferable to the University of California: UC approval date:

Transferable to the California State University: College approval date:

**GENERAL EDUCATION FOR TRANSFER: None**

**IGETC**

Area requested:  
Date requested:  
IGETC approval date:

**CSU CERTIFICATION**

Date requested:  
CSU approval date:

**ABBREVIATION FOR TRANSCRIPTS** -- 20 characters, assigned by District Office: **CAOT 134**

**COURSE CLASSIFICATION: Occupational**

**TOP CODE – (6 digits XXXX.XX) 0514.00**

**SAM CODE (Student Accountability Model): D**

**PREREQUISITES, COREQUISITES, ADVISORIES ON RECOMMENDED PREPARATION, and LIMITATION ON ENROLLMENT**

Prerequisites: **None** (If Yes, complete information below)  
Corequisite: **None** (If Yes, complete information below)

**CREDIT/NO CREDIT GRADING: YES**

**REPETITIONS** -- Number of times course may be repeated for credit (three maximum): 0, **None**

**CROSS REFERENCE** -- Is this course listed as equivalent in content to existing College/District courses in another discipline? **No**

**CREDIT BASIC SKILLS** -- Title 5, section 55502(d) defines basic skills as "courses in reading, writing, computation, and English as a Second Language, which are designated as non-degree credit courses pursuant to Title 5, section 55002(b)." **No**  
If Yes, course must be non-degree applicable

**COURSE SPECIFICALLY DESIGNED FOR STUDENTS WITH DISABILITIES** -- Title 5, section 56029 allows a course to be repeatable when continuing success of the students with disabilities is dependent on additional repetitions of a specific class. Is this course designated as an "approved special class" for students with disabilities? **No**

**APPROVAL STATUS:**

New Course :

Board Approval Date:  
Effective Semester:

Addition of Existing District Course

College Approval Date:

**COOPERATIVE EDUCATION STATUS** -- Title 5, section 55252 allows for two types of Cooperative Education: 1) General

Work Experience Education -- i.e., supervised employment, which is intended to assist students in acquiring desirable work habits, attitudes and career awareness, which need not be related to the students' educational goals; or 2) Occupational Work Experience Education -- i.e., supervised employment, extending classroom based occupational learning at an on-the-job learning station, which is related to the students' educational or occupational goal. Is this course part of the college's approved cooperative work experience education program? **No**

**CATALOG COURSE DESCRIPTION** -- Provide a description of the course, including an overview of the topics covered:

This is a class that prepares instructors to use online components in both traditional classes and online classes and to use a common Course Management System to facilitate their courses. This class will give instructors actual online class experience as students, expose them to pedagogy of online classes, and to help them prepare their own course material.

**CLASS SCHEDULE COURSE DESCRIPTION** -- Provide a brief description of the course, including an overview of the topics covered:

This course prepares instructors to use online components in both traditional classes and online classes and to use a common Course Management System to plan and facilitate their courses.

**SPC CODE** -- 3 characters, assigned by District Office: