

ONLINE LEARNING ADDENDUM (SAMPLE)

SANTA ANA COLLEGE

Course: BUS150

Title: Introduction to Information Systems and Applications

Date: 1/13/2014

1. Type of delivery (Check all that apply):



Online Hybrid



100% Online



Other [Click here to enter text.](#)

2. How will the methods of instruction used in the face-to-face mode of this course be adapted for the distance learning mode?

Describe and give examples of online methods of instruction, which might include course management system discussion boards, blogs, or wikis; instructor developed web lectures; converted Power Point presentations; digital video clips; graphics (digital charts, diagrams, photos, images, annotated screen shots); digital animations; web guests; online reference resources; chat; e-mail; webinars; publisher prepared online materials; course cartridge materials; CD/DVD support materials; instructor website; online library requests; textbook supplements.

It should be first noted that the Business division retains the same objectives, content and integrity for its online courses as it does for traditional on-campus courses. Reading and assimilation of material is required as it is for the traditional course

1. **Discussion Board:** Applying concepts and discussion of material application will be achieved in weekly discussion board topics requiring student response and responses to classmates. (*e.g. Discussions regarding Wireless Internet Security – what networks are not secured, what measures students can take, etc.*) Course questions will also be handled via the discussion board for all students to use and to learn from any student Q&A.
2. **Video clips:** Pertinent video clips will be used to highlight important course lecture concepts. Instructor videos will be used to present the material and summarize highlights. All videos will be captioned.
3. **Publisher Materials:** Test banks will be available for the instructor to use as needed.
4. **Project Submittal:** Projects will be submitted via Blackboard enabling students to go back to any previously submitted work and instructor feedback. If essays are utilized for assessment, Turnitin will be used as an additional student verification technique.
5. **Student Feedback:** Rubrics will be used for feedback clarity with comments. Videos created for student feedback will be used as needed.

3. *Title 5 (55376) states that "all approved courses offered as distance education shall include regular effective contact between instructor and students, through group and individual meetings, orientation and review sessions, supplemental seminar or study lessons, field trips, library workshops, telephone contact, correspondence, voicemail, e-mail, or other activities."* **Describe how you will maintain regular effective contact with the students, including what will make this interaction effective.**

1. **Introductory Announcement/Email:** Sent to students a week before classes begin and posted on the coursesite. Gives instructions on how to access their course, where to begin, tutorial links for Blackboard, how to get help, first tasks that must be accomplished for "attendance" for students to remain enrolled.
2. **Student Orientation:** Face-to-face orientation or video orientation will be required. If a video orientation is used, it will be included as part of a required orientation quiz.
3. **Discussion Board:** Weekly discussion boards with instructor-student and student-student participation. Course questions will be handled on the discussion board.
4. **Additional Contact:**
 - a. **Announcements/Email:** Announcements are posted and emailed weekly to assure students are aware of current assignments and do not forget about the course.
 - b. **Emails are sent from the grade center:** Students missing work, doing poorly, and doing well, are emailed and notified with appropriate comments.
 - c. **Assessment feedback:** Rubrics with individual comments are provided for all project assignments.
 - d. **Email, Phone, Online or Physical Office Hours:** Students may also email, discuss by phone, Skype or drop in during office hours or make arrangements for a convenient time for any questions or concerns.
 - e. **Contact Commitment:** The instructor will respond to an email or post within the syllabus stated response time of 2 weekdays.

4. **Describe how you will promote and monitor effective student-to-student contact.**

Weekly discussion board usage is required and monitored by the instructor. Replies to the prompt as well as a minimum of two student responses are required. The discussion board is also used for course/assignment questions. Students can respond and help fellow classmates in this discussion board forum. Keeping the weekly topics current and relevant help to peak student interest in our weekly topics. The instructor will use email to contact students that are not participating. A chat room will also be provided for students that wish to synchronously chat at any time during the class.

5. **Describe and give examples of how student learning will be evaluated.**

Course evaluation will be based on:

- Topic Application: Discussion board responses and participation (qualitative and quantitative evaluation)
- Information Systems: Quiz or writing assessments
- Spreadsheet skills: Six projects assessed with rubrics/comments and if needed, individual video feedback
- Database skills: Six projects assessed with rubrics/comments and if needed, individual video feedback

6. **Describe college resources that will be required by you and your students in each of the following areas:**

1. **Facilities** (e.g., classroom for orientation sessions, exams, etc.)

Classroom for Orientation (two sessions: lunchtime and evening sessions during first week)
Classroom for Instructor Proctoring of Final exam (during finals week)

2. **Technology** (e.g., software, hardware, technical support, etc.)

Blackboard, our Course Management System (CMS) will be used for material, assessments, project submittal, discussion boards, grade center, chat and all aspects of the course. It will provide a means to obtain all historical data necessary for grade grievances and student participation activities.

Classroom for Orientation: Mediated Instructor station (Internet access for Blackboard) with Office (Excel & Access)

Classroom for Final Exam: Student and Instructor stations. Final exam will be taken on Blackboard.

3. **Student Support Services** (e.g., online library services, counseling, tutoring, DSPS, testing center, etc.)

Testing Center: May be needed for make-up final exam for extenuating circumstances
Distance Education: Technical support may be needed for student and instructor support.

7. **Will you be using any of the following technologies for instruction?**

- ☒ Multimedia (streaming video, audio)
- ☒ Flash
- ☒ Timed Responses
- ☒ Third-party software
- ☒ Images (JPEG, GIF, etc.)
- ☒ Other : **MS Office (Excel, Access)**

If any of the boxes above are checked, how will you ensure that instruction is accessible to students with disabilities?

All videos will be captioned and all images will have tags for read-outs. Flash-based content will be used only for student feedback where students are able to view flash content. Alternate formats, that are Section 508 compliant, will be provided. Blackboard is used for all content and it is an accessible CMS. (e.g. Camtasia Relay with captions)

Should any student require additional time or have special needs, additional time can be given within the Blackboard course, or alternately at the DSPS office or Testing Center.