

# Course Syllabus

**Instructor:** Karen Roche      [kroche@santarosa.edu](mailto:kroche@santarosa.edu)

**Office Hours:** Response to student e-mail/message board within 24-hours M-Th.

**Class Times:** Class is 100% online. An optional orientation is held first day of classes. Students will be notified via e-mail of location and time.

## **Course Description:**

For students who would like to take courses through the Internet but are not confident with all the processes.

Application exercises are used to teach skills in major online components, including basic computer knowledge, computer-related terms, e-mail communication, Internet use, and online functions. Attendance at a 2-hour orientation on campus is recommended.

## **Course Objectives:**

1. Demonstrate ability to connect to the Internet.
2. Identify various avenues for accessing on-line course materials.
3. Identify and manage hardware required to successfully access course materials.
4. Demonstrate e-mail competency.

**To help students successfully complete a college online class, CSKLS 334 will provide:**

\* an understanding of online requirements through interactive exercises and quizzes

\*practice with the skills required to participate in online classes using the courseware package at SRJC.

## **Hardware and Software**

*Before taking this .5 unit class, students should have:*

- a computer or reliable daily access to one
- an account with an Internet Service Provider

- an email account
- a working knowledge of concepts and skills required to use a computer, operating system, basic software (such as a word processing application), and key Internet specific applications (such as browser and email software).
- As a starting point, this class assumes you already know and have done all the above. If not, you should not take this class until you have taken the appropriate introductory computer class(es).
- Students should have access to a reliable computer equipped with a sturdy word processor, and, of course, the Internet, internet browser and software as needed to view web-pages (Adobe Reader, Quick-Time and Flash).

### **Textbooks**

There are no textbooks for this course. Students are encouraged to print course materials for future reference.

### **Grading:**

15 Content Area Quizzes 80%  
 Discussion and Participation 20%

### **Course Administration, Technology, Grading and Deadlines:**

Each academic week begins on Monday at 12:01am and closes on the following Monday at 11:59. All work for the preceding week must be submitted prior to each Monday 11:59 deadline or be considered late. Late work is accepted, but graded with the following week's submissions

### **Feedback**

is provided to students in the form of scores on objective exams and general participation in discussion

boards. Please be clear that while the instructor may not participate in every discussion, all postings are being read. This instructor believes that the discussion board is a place for students to freely discuss material and learn the critical skill of effective communication, analysis and critique. If instructor presence is required to moderate, it will be there!

### **Technology:**

Weekly, students will be asked to read textbook chapters, instructor lecture and visit external sources.

Ideally, links to external web-sites will be active hyperlinks that allow students to “click” and be taken to the desired location. Sometimes these links die. When this happens, students need to use the URL provided and hand-enter the site into the web-browser. On the occasion where a resource has become unavailable, students should do the following:

Search the internet for the site using a search engine - sometimes sites will change their URL, but not the name of the organization.

Notify the instructor and fellow students via discussion board if they have found an alternate site. (Ideally, this will be the first place students look for solutions!)

If the site no longer exists, please be creative and find an alternate site. Students will receive extra credit points for identifying an alternate site and sharing it via “Techno- Solutions .”

### **Language Expectations:**

There will be times when you will need to demonstrate an understanding of course materials in writing. This will be done at the Discussion Links of each module. For our class, this communication needs to be done in English since all the instructors speak English. Your messages must be clearly written, and easily understandable. If you have any questions, contact me directly [kroche@santarosa.edu](mailto:kroche@santarosa.edu)

### **Drop Policy:**

It is the responsibility of each student to notify admissions and withdraw if they desire to be removed from the class. Failure to do this may result in an F or NC grade. Instructors may elect to drop students who do not post to the discussion link.

### **Special Accommodations:**

If you need disability related accommodations for this class, such as a note taker, test taking services, special furniture, use of service animal, etc., please provide the Authorization for Academic Accommodations (AAA letter) from the Disability Resources Department (DRD) to me as soon as possible. You may also speak with me privately during office hours about your accommodations. If you have not received authorization from DRD, it is recommended that you contact them directly. DRD is located in Analy Village on the Santa Rosa campus, and Petaluma Village on the Petaluma Campus.