

Common Course Outline

MULT 206

Online Course Management

3 Semester Hours

The Community College of Baltimore County

Description

Online Course Management

Explores the pedagogy and tools needed to effectively create and manage learning in the online environment; covers the translation of course objectives and classroom activities into online activities, course management tools and other software packages used in organizing and managing an online course.

Prerequisite: (CMSC 155 or CINS 155) and (CINS 109 or CMSC 109, or MULT 109) or consent of the instructor

Overall Course Objectives

Upon successfully completing the course students will be able to:

1. Intelligently compare and contrast online teaching/learning and face-to-face teaching/learning.
2. Translate existing course objectives and classroom activities into objectives and activities appropriate for the online environment.
3. Use a web page editing tool to create web pages that effectively display content information.
4. Employ effective search strategies to locate supplementary online course resources.
5. Use synchronous and asynchronous online technologies to stimulate instructor-student, student-student, and student-content interactions.
6. Select an appropriate course management tool for a given level of Web support.
7. Use an online course management tool to organize course materials and activities.
8. Provide course activities that consider the various learning styles of students.
9. Discuss the possible methods used for online assessment of student learning.
10. Include multimedia technologies in course materials to effectively enhance the learning environment.

Major Topics

- I. Comparing Online vs. Face to Face Courses
- II. Investigating Learning Styles
- III. Designing the Structure of an Online Course
- IV. Designing Online Activities
- V. Converting Existing Course Materials for Online Use
- VI. Locating Supplementary Online Content Resources
- VII. Tools
 - A. Web Page Design Tools
 - B. Online Course Management Tools
 - C. Interaction Tools

VIII. Online Course Management

- A. Designing the Course Interface
- B. Creating Student Accounts
- C. Creating a Course Calendar
- D. Managing the File Structure
- E. Providing Course Content
- F. Using Communications Tools
 - (1) Email
 - (2) Bulletin board
 - (3) Chat rooms
- G. Online Assessment Tools
- H. Creating/Maintaining an Online Grade Book
- I. Student Tracking
- J. Course Backup

IX. Enhancing Online Course Materials with Multimedia

- A. Graphics
- B. Sounds
- C. Video

Course Requirements

Grading: Grading procedures will be determined by the individual faculty member, will be provided the first week of class, and will include the following:

1. At least one Project that is the development of an online course containing at least one complete unit of study (learning outcomes, learning activities, assessments).
2. At least one Writing Assignment. MULT 206 students must demonstrate their ability to write in clear, grammatically correct sentences.
3. At least one Test, Exam, and/or Quiz: Individual faculty will notify students of the testing procedures to be used.
4. Comprehensive Final Exam: The course will include a comprehensive final exam, which may include a final project.
5. Final Grades: Grades will be determined by individual faculty members.

Individual faculty members may include additional course objectives, major topics, and other course requirements to the minimum expectations stated in the Common Course Outline.

The Community College of Baltimore County is committed to providing a high-quality learning experience that results in growth in knowledge, attitudes, and skills necessary to function successfully as a transfer student, in a career and as a citizen. To accomplish this goal, we maintain high academic standards and expect students to accept responsibility for their individual growth by attending classes, completing all homework and other assignments, participating in class activities and preparing for tests.

We take seriously our responsibility to maintain high-quality programs and will periodically ask you to participate in assessment activities to determine whether our students are attaining the knowledge, attitudes and skills appropriate to various courses and programs. The assessment activities may take many different forms such as surveys, standardized or faculty-developed tests, discussion groups or portfolio evaluations. We ask that you take these activities seriously so that we can obtain valid data to use for the continuous improvements of CCBC's course and programs.