J. Sargeant Reynolds Community College
Course Content Summary

Course Prefix and Number: EDU 285   **Credits:** 3

Course Title: Teaching Online Project (TOP)

Course Description: Prepares instructors in pedagogy, instructional design, and technology of teaching online courses. Focuses on the strategies of collaborating and teaching online. Instructors successfully completing this course receive a certificate signed by the VCCS Chancellor and Vice Chancellor. Prerequisite: Proficient working knowledge of the current VCCS online course delivery system. In addition, TOP enrollees must have basic computer skills, be familiar with how to navigate the World Wide Web, and have used Blackboard for a minimum of one semester (as a supplement to a face-to-face class will fulfill this requirement). Lecture 3 hours per week.

General Course Purpose: The purpose of TOP is to certify faculty to teach online for the VCCS. Those enrolled in TOP will learn how to actively engage their students, how to increase social presence within the online classroom, what technologies are available for them, and the basic pedagogical skills needed to teach online.

Course Prerequisites and Co-requisites:
Prerequisite: Proficient working knowledge of the current VCCS online course delivery system. In addition, TOP enrollees must have basic computer skills, be familiar with how to navigate the World Wide Web, and have used Blackboard for a minimum of one semester (as a supplement to a face-to-face class will fulfill this requirement).

Course Objectives:
Upon completing the course, the student will be able to
a. Teach students at a distance for the VCCS as a certified distance learning instructor;
b. Analyze the components, requirements, and content of an online course from the student's perspective;
c. Identify and establish social presence by creating policies for communication and creating a personal introduction;
d. Identify and establish active learning techniques by creating a portfolio (a few modules in a course they will be or are currently teaching) that engages students and allows them to contribute to the course;
e. Identify and establish the basics of a learning community within their course by establishing communication criteria;
f. Identify and establish the basics of a learning community by recording a welcome announcement within their course;
g. Create a simple or complex multimedia presentation to be used within their course;
h. Identify and describe a "newer" technology and explain how they can effectively utilize it within their course;
i. Use technology effectively, within their course, to be measured by the technology quiz and the portfolio assignment;
j. Identify and recall the steps needed to successfully view and print their course rosters within PeopleSoft, to be measured the administrative quiz;
k. Identify the steps and the importance of creating a rubric by receiving a passing score on the rubric activity; and

l. Identify and recall various time management techniques by receiving a passing score on the Discussion Board III activity.

Major Topics to Be Included:
a. Learning styles
b. Is teaching online right for me
c. Social presence
d. Communication guidelines
e. Online learning communities
f. Voice email
g. Voice announcements
h. Software and multimedia applications for online teaching
i. Synchronous meeting technology
j. Viewing and printing course rosters using PeopleSoft
k. Time management techniques
l. Creating rubrics

Effective Date of Course Content Summary: August 3, 2010