

**J. Sargeant Reynolds Community College  
Course Content Summary**

**Course Prefix and Number:** EDU 295

**Credits:** 3

**Course Title:** Topics in Education: Teaching Online Project for PreK-12 (TOPPK-12)

**Course Description:** Prepares instructors in the pedagogy and course administration of teaching online courses and provides an overview of various technologies available for online instruction. Focuses on the strategies of collaborating and teaching online. This course is intended for PreK-12 teachers and administrators. Prerequisites: Must be a licensed and/or in-service PreK-12 teacher or administrator and have basic computer skills. Lecture 3 hours per week.

**General Course Purpose:** The purpose of TOPPK-12 is to provide fundamental preparation for teachers to teach online in their current school setting. Those enrolled in TOPPK-12 will learn how to actively engage their students, how to increase social presence within the online classroom, how to incorporate available technologies, and the basic pedagogical skills needed to teach online.

**Course Prerequisites and Co-requisites:**

**Prerequisites:** Must be a licensed and/or in-service PreK-12 teacher or administrator and must have basic computer skills, including proficiency with the following:

1. Internet and search engine use
2. Basic file management skills
3. Word processing
4. How to open various software
5. The use of email
6. Operating computer hardware

**Course Objectives:**

Upon completing the course, the student will be able to

- a. Analyze the components, requirements, and content of an online course from the student's perspective;
- b. Identify and establish social presence by creating policies for communication and creating a personal introduction;
- c. Identify and establish active learning techniques by creating a portfolio that engages students and allows them to contribute to the course;
- d. Identify and establish the basics of a learning community within their course by establishing communication criteria;
- e. Identify and establish the basics of a learning community by recording a welcome announcement within their course;
- f. Create a multimedia presentation for delivery in an online classroom environment;
- g. Identify and describe a "newer" technology and explain how they can effectively utilize it within their course;
- h. Use technology effectively within their course;
- i. Identify the steps and the importance of creating a rubric;
- j. Identify and recall various time management techniques; and
- k. Discuss various online teaching perspectives.

**Major Topics to Be Included:**

- a. Learning styles
- b. Is teaching online right for me?
- c. Various online teaching theories
- d. Social presence
- e. Communication guidelines
- f. Online learning communities
- g. Software and multimedia applications for online teaching
- h. Synchronous and asynchronous meeting technology
- i. Time management techniques
- j. Creating rubrics

**Effective Date of Course Content Summary:** April 23, 2013