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COMP 0300: Introduction to Online Learning in Basic Education

EFFECTIVE DATE

August 2020

DEPARTMENT

Basic Education

DESCRIPTION

In this course, computer skills are introduced at the fundamental level to help students gain the knowledge and confidence to perform basic computer operations for online learning. This course will prepare students for subsequent online or blended courses in the Basic Education Department.

CREDITS

0.0

YEAR OF STUDY

ABE Fundamental Literacy(Grade8&below)

PREREQUISITES

None

COREQUISITES

None

COURSE LEARNING OUTCOMES

Upon successful completion of this course, students will be able to:

- Identify and describe common devices used for online learning.
- Use common web browsers to search the Internet and navigate websites.
- Use a Learning Management System.
- Use a video conferencing tool to engage in synchronous online sessions.
- Send and receive email including attachments.
- Identify, create, name, and organize digital files and folders.
- Create, edit, and save a basic document in a word processor.
- Describe strategies for effective online learning.

PRIOR LEARNING ASSESSMENT & RECOGNITION (PLAR)

None

HOURS

Lecture: 24

INSTRUCTIONAL STRATEGIES

Instructional strategies include lecture, demonstration, individualized instruction, discussion, and digital worksheets delivered in an online or blended format.

GRADING SYSTEM

Satisfactory/Unsatisfactory

PASSING GRADE

70%

EVALUATION PLAN

Type	Percentage	Assessment activity
Assignments	80	A skills-based checklist will be used to evaluate students' ability to independently demonstrate skills essential to online learning (eg. participating in a video conferencing session, completing activities in a learning management system, sending an email attachment, typing a paragraph in a word processor, etc.).
Other	20	Knowledge-based learning outcomes (such as describing devices, identifying file types, and describing effective strategies for online learning) will be demonstrated through discussions with the instructor. These discussions will be graded using a rubric.

COURSE TOPICS

- 1. Devices for online learning
- 2. Web browsers
- 3. Learning Management Systems
- 4. Video conferencing tools
- 5. Email
- 6. Digital files and folders
- 7. Word processors
- 8. Strategies for effective online learning.

LEARNING RESOURCES

None

Notes:

- Course contents and descriptions, offerings and schedules are subject to change without notice.
- Students are required to follow all College policies including ones that govern their educational experience at VCC. Policies are available on the VCC website at:
<https://www.vcc.ca/about/governance--policies/policies/>.
- To find out how this course transfers, visit the BC Transfer Guide at <https://www.bctransferguide.ca>.

Broadway campus
1155 East Broadway
Vancouver, B.C. Canada
V5T 4V5

Downtown campus
250 West Pender Street
Vancouver, B.C. Canada
V6B 1S9

Annacis Island campus
1608 Cliveden Avenue
Delta, B.C. Canada
V3M 6P1

604.871.7000
vcc.ca

Generated at: 7:55 am on Apr. 10, 2021