ONLINE LEARNING BASICS, CERTIFICATE OF COMPETENCY

Banner Code: 3_NCG_OLB2
Control Number: 42322
Not Financial Aid Eligible

This certificate is designed to introduce students to online learning tools and concepts in preparation for online college-level credit coursework. Curriculum will address the navigation and functionality of the basic tools of online learning and exploration of at least one soft skill related to online learning. Upon completion of the program, students have the opportunity to extend their learning and acquire additional skills to prepare for online learning through additional coursework leading to a Successful Online Learning Certificate of Competency.

Program Level Student Learning Outcomes

Upon completion of this program students will be able to:

1. Explain the basic framework of online learning and navigate and use the basic features of key technology tools for online learning, including the learning management platform and videoconferencing software.
2. Demonstrate at least one soft skill that supports successful online learning- understanding of academic expectations, online academic communication, basic information literacy, time management, or online study skills- within the context of the course structure.
3. Identify and connect with basic online resources outside of the classroom environment (e.g. Distance Learning Department, Canvas Support, etc.) as needed to continue to support their success after the conclusion of the program.

This award confirms that a student has completed a noncredit program that prepares students to progress in a career path or to take degree-applicable courses.

Course	Title	Hours
Required Core		
Complete the following:		
EDUC C094N	Introduction to Online Learning and Canvas	6
Electives		
Complete one of the following:		
EDUC C095N	Academic Expectations in Online Coursework	6
or EDUC C096N	Communicating in Online Classes	
or EDUC C097N	Finding What You Need to Succeed in Online Classes	
or EDUC C098N	Managing Your Time for Success in Online Coursework	
or EDUC C099N	Study Skills for Online Learning	
Total Hours		**12**