



# Introduction to Online Teaching and Learning

*This is the second course that is now required for instructors who are becoming certified to teach online and hybrid courses after September 12, 2017. But this course is highly recommended for anyone who is (or is planning on) teaching DE courses!*

**When:** September 17 – October 14, 2018

**Format:** 4 weeks of online lessons and assignments

This course will introduce you to effective practices in online instruction. Building on a solid understanding of California Community College distance education policies and procedures, you will actively create an effectively designed online learning unit. As you plan your own online course you will learn how to:

- maximize student success by designing effective student-centered learning activities to address different learning styles
- develop customized online policies for your class
- identify the critical functions of a course management system
- evaluate online assessment options
- successfully apply copyright and fair use practices to digital content.

## **Other Important Things to Know:**

- There will be work due every week
- The time commitment is an estimated 10 hours per week
- This course is worth **40 hours of flex time** for those who pass the course

**Sign up for the course by emailing Jessica Drawbond, Distance Education Coordinator, at [drawbojn@lasc.edu](mailto:drawbojn@lasc.edu)**

**If you email to sign up for the course, you will receive an email with details about how to start on September 14<sup>th</sup>.**