

**NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY
EDU 285 – TEACHING ONLINE PROGRAM (TOP) (3 CR.)**

Course Description

Instructs educators in the method and practice for delivery of online course content. Includes instructional technology and instructional design theory and practice, with skills and strategies that educators will use to engage students and create a collaborative online environment. Lecture 3 hours per week.

General Course Purpose

The purpose of this course is to prepare experienced college faculty to teach existing online courses using new teaching strategies and new tools grounded in current research and best practices in online teaching and learning. Experienced college faculty will develop an enhanced understanding of essential online teaching and learning concepts and practices while experiencing an online course from the perspective of the learner.

Course Prerequisites/Corequisites

- Must have taught for at least one semester at the higher education level, preferably in an online or hybrid format.
- Proficient working knowledge of the current VCCS online course delivery system. (Reference the list of requisite Blackboard competencies at <http://novaonline.nvcc.edu/totaltemplate/bbprerequisites.pdf> to check to make sure you meet this prerequisite.)
- Ability to use the Internet in an effective and efficient manner, including installation and management of browser plug-ins.
- Basic knowledge about the operation of a computer, file management, and software installation.

Course Objectives

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

- Contrast online teaching and learning with classroom-based teaching and learning
- Identify the characteristics of a successful online course facilitator
- Describe common recommendations in the research and best practice literature relative to the delivery of education online
- Employ features of the VCCS course management system to facilitate an online course
- Discuss and experiment with new ways to deliver course materials
- Define social presence and explain its importance in an online course
- Explain the benefits of clear, thorough, meaningful and objective feedback on assignments
- Plan new strategies to effectively engage students in an online course
- Build interaction and community in an online course through the use of technology
- Identify strategies to personalize your teaching of a pre-developed online course
- Identify and explain personally relevant time-savings strategies for managing workload for your online course(s)

Major Topics to be Included

- Pedagogy
 - Best practices in the delivery of online education
 - A facilitative online pedagogical style
 - Learning communities in online teaching
 - Strategies for providing timely and high-quality feedback
 - Communicating effectively in writing
- Technology

- Technological changes that are altering how education occurs online
- Use of the VCCS course management system and emergent technologies for facilitation
- Administration
 - Time-saving strategies for managing online instructor workload
 - Teaching an online course developed by someone else

Extra Topics (optional)