

ARIZONA WESTERN COLLEGE
SYLLABUS

ORI 102 First Course
Credit Hours: 1 Lec 1

PREREQUISITE: None

COURSE DESCRIPTION

An online orientation designed to prepare individuals for taking online courses: basic computer tools, online library resources, World Wide Web navigation, search engines, Blackboard, email, discussion boards, chat rooms, file organization, time management, and effective communication techniques.

1. COURSE GOAL

Acquire the knowledge and skills necessary for successful online learning.

2. OUTCOMES

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

- 2.1 Demonstrate knowledge of basic computer tools, especially word processing, file organization, and copying and pasting.
- 2.2 Manage time effectively for log-in and online assignments and discussions.
- 2.3 Participate effectively in threaded discussion boards and chat rooms.
- 2.4 Demonstrate the ability to use e-mail , Blackboard, post assignments, and upload and download materials.
- 2.5 Use search engines to locate resources such as online libraries, AWC's Web pages, and online student services.
- 2.6 Summarize effective online communication techniques and proper "netiquette" for interaction between other students and the instructor.

3. METHODS OF INSTRUCTION

- 3.1 Computer tool demonstration
- 3.2 Time management discussion
- 3.3 Web discussion demonstration
- 3.4 Web learning tools demonstration
- 3.5 Web resources demonstration
- 3.6 Communication and "netiquette" discussion

4. LEARNING ACTIVITIES

- 4.1 Using computer tools
- 4.2 Keeping a time management log
- 4.3 Participation in discussion boards and chat rooms
- 4.4 Completion of Web learning tools assignments
- 4.5 Completion of locating Web resources assignments
- 4.6 Online communication between other students and instructor

5. EVALUATION

- 5.1 Computer literacy examination
- 5.2 Instructor analysis of time log and student progress
- 5.3 Peer evaluation of each other's participation
- 5.4 Web learning tools skills test
- 5.5 Web resources location test
- 5.6 Instructor appraisal of online communication and "netiquette"

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester. Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid. For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
- Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course