COL 103 Lecture Format

Even though you are enrolled in an online class format you will still need to follow a “lecture” format. The responsibility to combine ALL of the information presented in your learning modules is critical to being successful in the course. Most of your information will be found in the LEARNING MODULE from each chapter.

✶ Syllabus – Your syllabus is found under the Syllabus link in the navigation column on the left side of your course. It is important that you read and understand the syllabus. Time management in an online course is very important. I suggest printing off the Course Calendar, Assignments and Due Dates from the syllabus and keeping it close to your computer to assist in planning and staying on task.

✶ Reading Assignments - It will be important that you read ahead in your text before beginning the assignments and lecture notes in each learning module. Your text is FOCUS on Community College Success by Constance Staley and should be purchased in the GTC Bookstore. You will need the FOCUS book throughout the course. There are important materials that come bundled with your textbook. You will need these materials for assignments. Be sure you purchase your textbook from the GTC bookstore!

✶ Chapter Lecture Notes - Each chapter will have lecture notes that will help you connect the text reading in addition to adding outside material to enhance the topic. Think of these notes as what you might “hear” in a traditional class lecture.

✶ PowerPoint Presentations – Many chapters will have PowerPoint presentations in the Chapter Learning Module. For those of you who are visual learners this will accent your learning style. For everyone, PowerPoint presentations are a good way to organize your studying. Warning ... all information needed for assignments and assessments will not be in the PowerPoint lecture.

✶ FOCUS on Community College Success Resource Center – You will be referred to the Resource Center in many of your learning modules. Located in the Resource Center you will find practice tests, auditory summaries (can be downloaded to your IPod), and many other resources to compliment the text and topics.

Assignments – Most chapters will have some type of assignment. While you may have a reference to the assignment in the Learning Module, to access the assignment you will need to go to ASSIGNMENTS located under the navigation menu on the homepage.
Discussion Board Postings - Class discussions are a great way to network with your classmates while learning different views on the topic. Many students have commented this is one of their favorite parts of the course! Also, you are graded on postings ... don’t miss points by not posting timely! Be respectful of your classmates when posting to the Discussion Board. Remember discussion postings are viewed by the whole class.

Web Links - Throughout the semester I will make references to various websites for you to reference as well as to use in completion of assignments. Web addresses are linked for you in Web Links found in the navigation tool bar.