South Central Online
Information & Resources for College Staff
Fall 2006

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Created for Fall 2006 semester.
More complete information is located at the South Central Online website (online.southcentral.edu)
## Fall 2006 South Central Online Courses

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<th>Credits</th>
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<td>* Include laboratory components which distant students may complete at a local hospital/clinic lab for (through program coordination with local lab) or the Faribault campus if more convenient</td>
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<td>Safety and Health Program Management</td>
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What is South Central Online?

"South Central Online" is the South Central College's brand for its online course offerings. The brand was changed from "LearnOn" to “South Central Online” for the Fall semester 2004.

Who enrolls in South Central Online Courses?

SCC students in a number of program areas enroll in our online courses, combining online courses with face-to-face courses to complete a program or completing the entire program online.

The convenience of “anytime, anywhere” education makes online courses an attractive option for students who work fulltime, care for families, travel frequently, are place-bound, live out-of-state or have other reasons that make scheduled face-to-face courses difficult. More and more students are viewing online programs as a way to bring the higher education they want to them, bypassing local options which may not fit their needs, interests or career goals.

According to the results of the most recent survey of our students enrolled in online courses, the majority of respondents are enrolled fulltime (66.13%) and are working toward a degree as an educational goal (55.74% toward an Associate Degree; 9.94% toward a Bachelor’s Degree; 6.56% toward a Master’s Degree). An additional 16.39% are working toward completing a Certificate in a program field (source: Spring 2005 Noel-Levitz “Priorities for Online Learners” survey, available through the SCC Office of Planning and Research). Past surveys for Fall 2002, Spring 2003, Fall 2003 and Fall 2004 reflect similar trends.

How Do South Central Online Courses Work?

SCC students may enroll in online courses in a number of program areas to complete an entire degree, diploma or certificate. The student may combine online courses with face-to-face courses to complete a program or the student may complete the entire degree, diploma or certificate entirely online. All South Central Online courses, even those with laboratory components, are designed so that coursework may be completed without ever visiting an SCC campus.

Some courses, such as some in the Medical Laboratory Technician program, do include laboratory components. SCC faculty have designed these courses so that distant students may complete the laboratory components through the use of facilities and proctors which fit the student’s needs, initiated before the start of the semester. Additionally, the college offers these laboratory sections at an SCC campus for students who wish to complete them at one of our facilities.

Faculty (SCC’s subject matter experts) develop course content using an instructional design process that is truly learner-centered. While online learning includes a variety of approaches, typical online coursework will include readings (online or text-based), learning activities, multimedia presentations, online chats/discussions (synchronous & asynchronous), online group collaboration and performance-based assessment. The primary difference between an online course and attending a face-to-face class is that learning is guided to specific areas in a sequence that you may not otherwise identify on your own.

Who Teaches South Central Online Courses?  What about Accreditation? What about Financial Aid?

All online courses are taught by SCC faculty and staff, many of whom have also designed or played an integral role in designing the courses they teach. South Central College is an Higher Learning Commission accredited institution and all programs and degrees are accredited, including face-to-face and online courses. Students enrolled in South Central Online courses are eligible for Financial Aid. As with face-to-face courses and programs, a Financial Aid representative may answer all questions.
Step One – Students register for courses at South Central College, including one or more online course.

Step Two – For students who register in the Spring for a Fall semester course, Online Management sends an informational postcard to the student over the summer, usually late-June.

Step Three – Online Management sends a Welcome Packet (containing welcome letter and login guide) to all students enrolled in an online course prior to the start of the semester. For Fall semester courses, the first batch of Welcome Packets are sent to students in early August; for Spring semester courses, the first batch of Welcome Packets are sent to students in late December; for Summer semester courses, Welcome Packets are sent to students in early May.

Step Four – Students receive their Welcome Packets. With information included in the Welcome Packet, students optimize their home or work computers to work with WebCT, login to the Online Student Lounge, access the South Central Online web site where they read memos from their instructors. These instructor memos include information about the course, activities to be completed prior to the beginning of the semester and how to purchase required textbooks, software/supplies for the course.

Step Five – Online Management enrolls students in the WebCT sections for the online and face-to-face courses the week prior to the start of semester.

Step Six – On the first day of the semester, Online Management opens all WebCT sections to students.

Step Seven – Online Management continues to enroll students into the WebCT sections of online and face-to-face courses through the end of Drop/Add week. Students who add an online course section are typically added to the WebCT section of that course within 24 hours and a Welcome Packet is sent to the student (Online Management works with Student Affairs to provide the Welcome Packet information to students immediately in person, if possible).

How Does the College Communicate with Online Students?

In addition to how the SCC communicates with any SCC student, the college uses a number of additional ways to communicate with students.

Welcome Packet – Prior to the beginning of each semester, Online Management sends a Welcome Packet to each student taking an online course. Note: All outgoing correspondence to students is sent to the mailing address that students have on file with the college.

The Welcome Packet includes a letter welcoming the student to South Central Online and instructing the student to access the “Four Steps to Success” web page (www.online.southcentral.edu/Welcome) prior to the beginning of the semester. The “Four Steps To Success” web page guides the student through preparing their computer for WebCT and online courses, ordering textbooks and other supplies through the College Bookstore, other resources for online students and a course memo from their instructor for each online course outlining the expectations, necessary tools and other information for the course.

The Welcome Packet also includes WebCT login instructions.

Online Student Lounge – Prior to the start of the semester, students enrolled in online courses can access the “Online Student Lounge.” The Online Student Lounge is set up as an online course in WebCT that online students will see listed among their online courses when they login to WebCT. In the Online Student Lounge, students can test their home computers by taking practice quizzes, participate in live online chats, post messages to a threaded discussion board, send e-mail messages to other online students and access resources and information for online students. The Online Lounge remains open to students (no instructors) through the end of the semester.
Fall Enrollment Postcards - For students who enroll in Fall semester online courses in the Spring semester, Online Management sends postcards to students over the summer to inform them that Welcome Packets will be sent and to verify their college mailing addresses.

**What is the History of Online Education at South Central College?**

South Central students experienced their first access to totally online (web-based) courses in Fall 2001 and offerings continue to be developed for future terms of instruction in selected program areas.

The Community Supports for Persons with Disabilities program and the Medical Laboratory Technician and Phlebotomy programs were the first areas in which a student could complete an entire degree as an online option. In Fall 2005, the Office Technology program began offering the Legal Administrative Assistant degree entirely online.
Student Satisfaction with South Central Online Courses

Each semester, South Central College collects information from students enrolled in online courses through the Noel-Levitz “Priorities for Online Learners” survey.

Respondents indicated that SCC met their expectations and that they would repeat the South Central Online experience if given the opportunity in the Spring 2005 survey. In each of five key categories measured (Academic Services, Enrollment Services, Institutional Perceptions, Instructional Services and Student Services), South Central Online students responded that they are consistently more satisfied with their SCC experience as compared to their peers from across the nation.

Noel-Levitz “Priorities for Online Learners” results available through the SCC Office of Planning and Research.

What is WebCT?

WebCT is a “Course Management System” or CMS (also called an “Instructional Management System” or IMS). A CMS is basically a collection of inter-connected web tools within a password-protected website that an instructor may use in tandem with web-based content and other traditional teaching materials (such as a textbook) to present content, lead learning activities and interact with students.

Using WebCT, an instructor may lead students in synchronous (live) and asynchronous small and large group discussions; administer timed, online quizzes; communicate with students privately through e-mail; present lecture/outline notes to students; accept assignments (with automated deadlines); direct students to outside web-based resources; present animated and video-based simulations; manage student grades (and make an individual up-to-the-minute grade book available to each student in class and much more.

Instructors use a CMS as the main tool for teaching an online course, making use of whichever tools best fit their instructional strategies and needs.

It is important to note that many instructors use WebCT as another teaching tool in their face-to-face courses at South Central College.

WebCT Course Sections Per Term

![WebCT Course Sections Per Term Chart](chart.png)
South Central Online Contacts

For Students

WebCT password reset (any of these people can reset a WebCT password)
Online Management 507-389-7382 or 507-327-7271
Dan Boettcher 507-389-7375
Jim Nygaard 507-332-5806

All other WebCT student technical questions
Direct students to the Student section South Central Online website (online.southcentral.edu) or send and e-mail message to onlinehelp@southcentral.edu (e-mail messages get quicker responses than phone calls)

Questions about specific classes (deadlines, assignments, etc.)
Direct students to the course instructor for all questions related to class management, policies, assignments, etc.

For Staff and Faculty

WebCT password reset (any of these people can reset a WebCT password)
Online Management 507-389-7382 or 507-327-7271
Dan Boettcher 507-389-7375
Jim Nygaard 507-332-5806

All other WebCT technical questions
Direct Faculty to the Faculty section of the South Central Online website (online.southcentral.edu) or call Online Management at 507-389-7382 or 507-327-7271.

Using WebCT
Lynne Groves, Center for Teaching and Learning, provides all training for first time WebCT users as well as curriculum design support SCC faculty. Online Management offers support and consultation for experienced faculty in integrating teaching with technology for online and face-to-face courses.

Interest in developing an online course for the college
Faculty and staff interested in developing an online course for the college should contact the Dean of Instruction for the area of interest.

For Others Interested in South Central Online

Interest in developing an online course for the college
Faculty and staff interested in developing an online course for the college should contact the Dean of Instruction for the area of interest.

General Information about South Central Online
Wes Taylor, Dean of Technology 507-389-7213
Online Management 507-389-7382 or 507-327-7271
Center for Teaching and Learning 507-389-7270
All South Central Online Courses Offered

Fall 2001 through Fall 2006 semesters
Many online courses have been offered at least once an academic year since development, some each semester. Inclusion on this list indicates that the course has been offered at least once as an online course (but may no longer be an online offering).

ACCT 1800  Business Law
ACCT 1810  Principles of Accounting I
ACCT 1811  Principles of Accounting II
ACCT 1814  Payroll Accounting
ACCT 1834  Computerized Accounting (Peachtree)
ACCT 1838  Accounting Software Applications
ACCT 2821  Intermediate Accounting
ACCT 2847  Accounting Information Systems
ACCT 2864  Income Tax I
ACCT 2865  Income Tax II
CC 1805  Database Software: Access
CC 1807  Spreadsheet Software: Excel
COMP 1105  Integrated Software Applications I
COMP 1110  Integrated Software Applications II
COMP 1300  JAVA I (was CC 2816 JAVA I)
COMP 1400  Web I (was CC 1875 Web Page Programming I)
COMP 2305  JAVA II (was CC 2818 JAVA II)
CDEV 1210  Foundations of Child Development
CDEV 1240  Family, Community Relations
CSP 1801  Direct Service Professionalism
CSP 1802  Physical Developmental Supports I
CSP 1803  Facilitating Positive Behaviors I
CSP 1804  Person Centered Planning
CSP 1902  Physical/Developmental Supports II
CSP 1903  Facilitating Positive Behaviors II
CSP 1904  Challenging Behaviors
CSP 1905  Supportive Interventions
ECOM 1000  Introduction to E-Commerce
ECON 110  Principles of Macroeconomics
ECON 120  Principles of Microeconomics
ENGL 100  Composition
HIST 190W  U.S. History to 1877
HLTH 1000  Medical Terminology
MDLT 1810  Basic Laboratory Techniques & Orientation
MDLT 1815  Hematology I
MDLT 1820  Coagulation
MDLT 1825  Urinalysis/Body Fluids
MDLT 1830  Hematology II
MDLT 1835  Immunology
MDLT 2805  Immunohematology
MDLT 2811  Microbiology I
MDLT 2817  Chemistry I
MDLT 2818  Chemistry II
MDLT 2821  Microbiology II
MDLT 2825  Clinical Orientation
MKT 1875  Internet Marketing  
MKT 1900  Principles of Management  
OTECK 1001  Introduction to Computer Software  
OTECK 1701  Legal Applications I  
OTECK 1725  Transactional Law  
OTECK 1800  Keyboarding I  
OTECK 1820  Business English  
OTECK 1830  Word Processing Concepts & Applications  
OTECK 1833  Word Processing Software: Word  
OTECK 1840  Business Presentations  
OTECK 1875  Word Processing Concepts: Core  
OTECK 2000  Employment Search Skills  
OTECK 2735  Family and Criminal Law  
OTECK 2800  Keyboarding II  
OTECK 2815  Electronic Portfolio  
OTECK 2830  Desktop Publishing  
OTECK 2850  Integrated Information Systems  
OTECK 2875  Word Processing Concepts & Applications: Expert  
PHLE 1000  Anatomy & Physiology  
PHLE 1100  Medical/Ethical Issues for Phlebotomists  
PHLE 1200  Multiskilling for Phlebotomists  
PSY 100  Introduction to Psychology  
READ 0090  Reading and Critical Thinking II  
RNTC 2015  Nursing Across the Life Span I  
SAFE 1000  Safety and Health Program Management  
SOC 100  Family & Personal Relations (was BVHS 100 Family & Personal Relations)