

CENTER FOR DISTANCE AND INNOVATIVE LEARNING

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Online Degrees Available (p. 1)

The Center for Distance and Innovative Learning (CDIL) supports the delivery of flexible, online credit courses, degree programs, and certificates. Rhodes State College utilizes a Learning Management System (LMS) to deliver online and hybrid/blended courses. The LMS is easily accessed through the college's website. Instructions on accessing the learning management system are mailed to students before the term begins.

Online students need to be highly motivated, organized, and self-directed learners. Students must have access to and be comfortable with using a computer and the internet to take online courses. Online instructors are available online, by telephone, via e-mail or in-person during office hours for assistance.

Online courses provide flexibility to learn at home, work or anywhere with internet access. Some online courses are supplemented by a course information packet, study guide, and/or textbook that is available either in hard copy or in electronic format. Additionally, some online course may require proctored exams. Check the course syllabus for more information.

Online courses are designated in the class schedule as *Section 900, 901, 902, 903, through 949* and must be completed during the term in which the student is registered to take the course.

Hybrid/Blended courses combine the best features of face-to-face classroom instruction and instruction online. Students are expected to alternately attend regularly scheduled class/lab periods on campus and to have the motivation to study and complete coursework from a distance. Online coursework may consist of video lectures, podcasts, webcasts or self-directed instruction. Specific information regarding the online course content is given to students during the scheduled class period. On-site or proctored exams may be required.

Blended courses are designated as *Section 950, 951, 952, 953, 954, through 999* and must be completed during the term in which the student is registered to take the course.

Technical Skills Needed

To be successful, students should have the ability to:

- use Windows operating system or Macintosh operating system;
- use a web browser (such as Firefox or Google Chrome);
- use word processing software;
- download and upload files;
- manage files and folders.

Recommended Computer Specifications

Student's computer should meet the minimum suggested specifications:

- Windows 7+ or Macintosh OS X 10.6.8;
- 2 GHz Processor;
- 1 GB RAM;
- A high-speed Internet connection;
- Webcam and microphone are recommended.

Minimum Software Requirements:

- Mozilla Firefox or Google Chrome
- Java
- Adobe Reader
- Adobe Flash Player

Mobile Devices

Students may have difficulty completing all coursework on a mobile device, especially when viewing recorded lectures. Please be advised that it is the student's responsibility to locate a computer if unable to complete coursework on a mobile device.

Notes:

Courses that utilize webcast lectures may require Windows Media Player and Microsoft Silverlight. Additionally, Microsoft Office (Word, Excel, PowerPoint) is used by all faculty on campus and is required for select courses/programs. Please see your course syllabus for course-specific technology requirements.

General Information

Online classes are not easier than traditional classes, just more flexible. Students will spend the same amount of time to complete an online class as they would if attending a traditionally-structured class. Use the following table to determine the amount of time needed to complete classes:

Estimated Class Completion Time Per Class Credit Hour

	Course Material	Homework	Total Hours Per Week
1 credit class	1 hour	2 hours	3 hours
2 credit class	2 hours	4 hours	6 hours
3 credit class	3 hours	6 hours	9 hours
4 credit class	4 hours	8 hours	12 hours
5 credit class	5 hours	10 hours	15 hours

Attendance. Although distance education courses offer students the option of completing a majority of their coursework off campus, attendance will be tracked as an indication of progress. This means that all students must be actively working on all currently enrolled courses. Assignments must be turned in on time, and regular contact with the instructor is also required. Weekly progress on course assignments and projects is needed to gain an understanding of the course's content and to satisfactorily demonstrate required competencies. Lack of progress will negatively impact the earned grade and, if flagrant, could result in a grade of "E". Current information regarding distance education courses can be found at The Center for Distance and Innovative Learning website

Degrees Available

Fully Online Two-Year Programs

- Accounting
- Business Administration
- Corrections
- Human Resources
- Executive Administrative Assistant
- Operations Excellence Technology

Fully Online Certificates

- Accounting Clerk
- Business Administration
- Business Management
- Human Resource Management
- Office Publications
- Office Software
- Tax Preparer
- Team Leadership

Hybrid/Blended Two-Year Programs

- Business Administration, One-Night-A-Week
- Digital Media Technology
- Human Service
- Marketing
- Network Security
- Medical Administrative Assistant
- Web Programming/Computer Programming

Hybrid/Blended Certificates

- Cyber Security
- Digital Media Technology
- Food Science Technology
- Marketing
- Pre-gaming Design
- Video and Graphic Specialist

For More Information

For more information regarding online courses and programs, contact the Office of Admissions and Advising at (419) 995-8320.