

# CENTER FOR DISTANCE AND INNOVATIVE LEARNING

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Online Degrees Available (p. 2)

The Center for Distance and Innovative Learning (CDIL) supports online learning by providing more flexible access to credit courses, degree programs, and certificates. Online and hybrid/blended courses are supported by a learning management system (LMS), accessed from the Rhodes State College website. Students must have access to and be comfortable with using a computer and the internet to take these online courses. Instructions on accessing the learning management system are mailed to students before the term begins.

**Online courses** are delivered through regular and substantive online interactions between the instructor and students as well as student to student. 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.

Some online courses may require on-campus or proctored exams and/or labs. Check the course syllabus for that information. Instructors are available online, by telephone and/or e-mail, or in person during office hours to assist students. Online courses must be completed during the term in which the student is registered to take the course.

The suggested minimum computer configuration to successfully work on an online course is identified under Recommended Computer Specifications. Online students need to be highly motivated, organized, and self-directed learners. Online students need to be technically literate and able to meet the requisite skills listed in Technical Skills Needed. Online courses are designated in the class schedule as Section 900, 901, 902, 903, etc.

**Hybrid/Blended courses** combine the best features of face-to-face classroom instruction and supplemental instruction online. Students are expected to alternately attend regularly scheduled class/lab periods on campus and to have the motivation to study and complete course work from a distance. Supplemental course work may consist of video, online content, podcast, webcast or self-directed instruction. Specific information regarding the supplemental course instruction is given to students during the scheduled class period. Blended courses must be completed during the term in which the student is registered to take the course. On-site or proctored exams may be required. Computer specifications and technical skills needed for the online portion of blended courses are identified below. Blended courses are designated as Section 950, 951, 952, 953, 954, etc.

## Technical Skills Needed

Technical Skills Needed to be successful in a distance education course:

- Ability to use Windows operating system or Macintosh operating system;
- Ability to use a web browser (such as Firefox or Google Chrome);
- Ability to use word processing software;

- Ability to download and upload files;
- Ability to 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 students' responsibility to locate a computer if unable to complete coursework on a mobile device.

### Notes:

Select health sciences courses that utilize webcast lectures 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 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 work 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 [www.RhodesState.edu](http://www.RhodesState.edu).

## 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

- Digital Media Technology
- Human Service
- Marketing
- Network Security
- Medical Administrative Assistant
- Web Programming/Computer Programming

### Hybrid/Blended Certificates

- Banking
- Cyber Security
- Digital Media Technology
- Pregaming Design
- Digital Marketing
- Video and Graphic Specialist

## For More Information

For more information regarding courses that are available through the Center for Distance and Innovative Learning, contact the Office of Admissions and Advising at (419) 995-8320.