LINC 90C: ONLINE COLLABORATION TOOLS

Foothill College Course Outline of Record

Heading	Value
Effective Term:	Summer 2025
Units:	2
Hours:	2 lecture per week (24 total per quarter)
Advisory:	Basic computer skills and knowledge of Macintosh or Windows operating systems; familiarity using web browsers, email, bookmarking, searching, and downloading; not open to students with credit in LINC 214.
Degree & Credit Status:	Degree-Applicable Credit Course
Foothill GE:	Non-GE
Transferable:	CSU
Grade Type:	Letter Grade (Request for Pass/No Pass)
Repeatability:	Not Repeatable

Student Learning Outcomes

- Create a task or project that utilizes online collaboration tools
- Identify a variety of useful online collaboration tools that are appropriate for teacher professional development, classroom student use, or professional business use

Description

This course provides educators with the skills and knowledge necessary to effectively utilize online collaboration technologies in educational settings. It explores a variety of digital tools that facilitate communication, collaboration, and project management in both synchronous and asynchronous learning environments. Students will learn how to integrate these tools into their teaching practices to enhance student interaction and foster a collaborative learning community. Through hands-on activities, students will design and implement collaborative projects that demonstrate their ability to create engaging and interactive online learning experiences.

Course Objectives

The student will be able to:

1. Identify a variety of online collaboration tools and evaluate their potential to facilitate communication, collaboration, and project management in educational settings.
2. Integrate selected online collaboration technologies into teaching practice to foster a collaborative learning community.
3. Design and implement collaborative projects that utilize online tools to engage students.
4. Develop plans for using online collaboration tools to ensure effective outreach and ongoing interaction within the virtual learning environments.

Course Content

1. Collaboration fundamentals
   a. Exploration and analysis of online collaboration tools
   b. Selecting effective tools for different purposes
   c. Icebreakers and initial engagement
2. Implementing collaboration tools
   a. Integrating tools into synchronous and asynchronous learning environments
   b. Community building strategies
   c. Identifying and overcoming barriers to participation
3. Designing collaborative activities
   a. Principles for designing engaging and interactive online activities
   b. Implementation of collaborative projects using digital tools
   c. Cultivating presence in virtual environments
4. Communication and outreach
   a. Developing effective communication strategies using online tools
   b. Best practices for maintaining continuous interaction and engagement

Lab Content

Not applicable.

Special Facilities and/or Equipment

1. When offered on/off campus: Lecture room equipped with LCD projector, whiteboard, and a demonstration computer connected online. Computer laboratories equipped with online PCs and/or Macintosh computers, network server access, and printers.
2. When taught via the internet: Students must have current email accounts and ongoing access to internet capable computers or tablets.

Method(s) of Evaluation

Methods of Evaluation may include but are not limited to the following:

Creating collaborative projects using characteristics of quality defined by the class
Critique and reflection of projects, with emphasis on use of constructive feedback techniques
Contributing to small-group and whole-class collaborations

Method(s) of Instruction

Methods of Instruction may include but are not limited to the following:

Lecture presentations delivered in a student-centered learning style, during which students take notes, follow demonstrations, or complete an activity
Facilitated discussions of live presentations, readings, or video presentations
Student presentations and peer reviews

Representative Text(s) and Other Materials

Instructor-assigned notes, materials, and resources, including instructional materials, open education resources, multimedia, and websites.

Types and/or Examples of Required Reading, Writing, and Outside of Class Assignments

1. Reading assignments include analysis of texts, selected examples, and student projects
2. Writing assignments include a course project and multiple developmental projects, reflections, discussion responses, and peer feedback on projects
3. Outside assignments include project planning and development, participation in online peer collaboration activities, and project development through an iterative process

Discipline(s)

Instructional Design/Technology