

Lakeland

COMMUNITY COLLEGE

Distance Learning Guide

- Online
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Distance Learning

Opportunity
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lakelandcc.edu

Distance Learning



For many people interested in taking college courses, trying to fit school into their busy lifestyles is a daunting task. Work and family responsibilities make it difficult to carve out the time necessary to commute to campus and attend classes.

For these students, distance learning courses offer the perfect fit of flexibility and a productive learning situation. By taking all or most of the classes online, students can study on their own time, at the peak of their productivity and from any place that has an Internet connection. Distance learning allows students to weave an education into their lives that can advance their academic credentials and career opportunities, while still meeting the demands of their present obligations.

In distance learning courses at Lakeland Community College, a portion or all of the instruction is delivered using technologies that permit the instructor and students to be separated by time and/or space. These courses are not self-paced but follow the same schedule as the traditional course with class attendance, participation, assignment due dates, etc. The college offers three basic forms of distance learning courses: online, hybrid (also known as blended – a combination of online and classroom instruction) and Interactive Video for Distance Learning (IVDL) classroom.

Online

Online courses are offered either fully online or primarily online with some scheduled activities such as proctored exams in the testing center. It is important to refer to the course syllabus to determine whether a course requires any scheduled activities.

Hybrid

Hybrid courses are a blend of online and weekly classroom instruction. These courses can be more convenient as the amount of time required in the classroom is less than traditional face-to-face courses. It is important to understand that in hybrid classes, more time is devoted to online course activities.

IVDL

In the IVDL (Interactive Video for Distance Learning) classroom, students are connected using interactive video (special video and audio conferencing technology) to one or more classrooms. The instructor may be teaching from

another location but the students and instructor are able to interact in real-time. The course schedule for IVDL is similar to the traditional face-to-face classroom.

What to expect with distance learning courses

- Online classes require students be self-directed and good time managers. Students can expect to spend three or more hours per week for each credit hour. In other words, a single three credit hour class may require nine or more hours of study per week.
- Online courses are oftentimes writing intensive, so students should be prepared to handle essay projects, research papers and several weekly discussion postings.
- Online courses have scheduled activities and assignments, the same as traditional face-to-face classes. Students should set aside adequate time to complete their assignments by the due dates and times. Some instructors may require several discussion postings along with other scheduled activities, each week.
- Some online courses require students to schedule proctored exams, which may mean coming to a testing center on campus or at another facility. Students should carefully read the course syllabus to be clear about the course requirements and instructor's expectations.



The technological requirements

- Students should have liberal access to a computer with broadband Internet connection. This permits students to have the ability to work on their assignments on their own schedule. Having to complete assignments at the Library or campus computer lab can limit the availability and place time constraints on when students can do their coursework.
- Many courses require the use of common productivity software such as Microsoft Word, PowerPoint and Excel. It is essential that students are comfortable using these applications prior to taking an online course.
- Students who have had courses in Blackboard and have experience downloading and uploading assignments will be much more comfortable in the online environment than those who have not taken courses using Blackboard.
- Students who have not had an online course or used Blackboard as an enhancement to their face-to-face courses, may be advised to enroll in a Hybrid course to build confidence and experience with the tools.



How to find Distance Learning Offerings at Lakeland

Lakeland averages over 140 online courses each semester. Look for the green (online) and yellow (hybrid) highlighted course offerings listed in the course schedule.

Example:

ITIS 1005 - Comp/Info Processing [\[Description / Fees\]](#)

CRN	Schedule	Seats	Days	Times	Dates	Room	Camp	Instructor	Cr
11860	LECTURE	4	W	10:30 AM-12:35 PM	8/22/15-12/11/15 (F)	C1011	MAIN	Emch, P	3
11861	LAB	4	W	12:45 PM-02:00 PM	8/22/15-12/11/15 (F)	C1011	MAIN	Emch, P	0
11488	HYBRID	1	M	08:30 AM-09:30 AM	8/22/15-12/11/15 (F)	C1011	MAIN	Emch, P	3
11489	HYBRID LAB	1	M	09:35 AM-10:10 AM	8/22/15-12/11/15 (F)	C1011	MAIN	Emch, P	0
11490	HYBRID	1	T	06:00 PM-07:00 PM	8/22/15-12/11/15 (F)	C1011	MAIN	English, C	3
11491	HYBRID LAB	1	T	07:05 PM-07:40 PM	8/22/15-12/11/15 (F)	C1011	MAIN	English, C	0
11486	LECTURE	1	MW	01:00 PM-03:05 PM	8/22/15-10/16/15 (P1)	C1009	MAIN	Slabicki, A	3
11487	LAB	1	MW	03:15 PM-04:30 PM	8/22/15-10/16/15 (P1)	C1009	MAIN	Slabicki, A	0
10962	ONLINE	10	-	-	8/22/15-10/16/15 (P1)	ONLINE	MAIN	Tonni, P	3
10963	ONLINE LAB	10	-	-	8/22/15-10/16/15 (P1)	ONLINE	MAIN	Tonni, P	0
10964	ONLINE	4	-	-	8/22/15-10/16/15 (P1)	ONLINE	MAIN	Tonni, P	3
10965	ONLINE LAB	4	-	-	8/22/15-10/16/15 (P1)	ONLINE	MAIN	Tonni, P	0

Distance Learning Degrees

Below is the list of degrees offered through distance learning at Lakeland Community College as of fall 2014.

- Associate of Arts Degree (9000)
- Accounting Degree (9210)
- General Accounting Certificate (2101)
- General Management Concentration (9224)
- Business Information Management Certificate (2221)
- Business Management Certificate (2201)
- Computer User Certificate (2402)
- IT Foundations Certificate (2401)
- IT Specialist Certificate (2403)
- IT Professional Certificate (2404)
- Emergency Management Planning & Administration Degree (9670)
- Emergency Management Planning & Administration Certificate (6701)
- Fire Science Technology Degree (9640)
- Fire Science Technology Certificate (6401)

For More Information:

Academic Counseling and Advising Center, room A-1027
440.525.7200
lakelandcc.edu/counseling

Help Desk, room C-2060
440.525.7570
lcchelpdesk@lakelandcc.edu
lakelandcc.edu/help

Learning Technologies, room C-2060
440.525.7129
lakelandcc.edu/dl



- Quality Education**
Lakeland prepares you for a high-demand career or for transfer to a four-year college or university. Professors at Lakeland are experts in their fields with real-world experience. Small class sizes allow for personalized attention.
- Affordable Tuition**
Save thousands on your college education. Lakeland's tuition is about one-third the cost of most four-year schools. Financial assistance is available, including federal and state grants, scholarships, loans, and work study employment.
- Convenience**
Lakeland offers convenient day, evening and weekend class times, and a growing number of online courses. The main campus in Kirtland is only 20 miles northeast of Cleveland. Classes are also offered in Madison.
- Focus on Students**
Lakeland offers a variety of student services to help you succeed, such as counseling, tutoring, wireless computer labs, career services, free parking, and affordable child care.

Accreditation

Lakeland Community College is accredited through the Higher Learning Commission (HLC) and participates in the Academic Quality Improvement Program (AQIP). The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, phone: 800.621.7440, hlcommission.org.