

WORKNC-40A: DISTANCE EDUCATION PEDAGOGY LEVEL 1

Effective Term

Fall 2025

CC Approval

03/07/2025

AS Approval

03/13/2025

BOT Approval

03/20/2025

COCI Approval

05/22/2025

SECTION A - Course Data Elements

CB04 Credit Status

Noncredit

CB22 Noncredit Category

Workforce Preparation

Discipline

Minimum Qualifications	And/Or
Vocational (short-term): Noncredit (Specific Degree and Professional Experience)	

Subject Code

WORKNC - Work Experience Noncredit

Course Number

40A

Department

Work Skills Noncredit (WORKNC)

Division

Career Education and Workforce Development (CEWD)

Full Course Title

Distance Education Pedagogy Level 1

Short Title

Distance Education Pedagogy 1

CB03 TOP Code

0899.00 - *Other Education

CB08 Basic Skills Status

NBS - Not Basic Skills

CB09 SAM Code

C - Clearly Occupational

Rationale

Course updated due to renumbering.

SECTION B - Course Description

Catalog Course Description

This course explores online learning theory, approaches to online course design, and strategies for supporting student success from within the structure of the four sections of the California Virtual Campus Course Design Rubric. Topics include backwards design, interaction, assessment, Open Educational Resources, and accessibility. Students will build sections of a sample course in Canvas Sandbox.

SECTION C - Conditions on Enrollment

Open Entry/Open Exit

No

Repeatability

Unlimited - Noncredit OR Work Experience Education

Grading Options

Pass/No Pass Only

Allow Audit

Yes

Requisites

SECTION D - Course Standards

Is this course variable hour?

No

Total Instructional Hours

36

Distance Education Approval

Is this course offered through Distance Education?

Yes

Online Delivery Methods

DE Modalities	Permanent or Emergency Only?
Entirely Online	Permanent
Hybrid	Permanent

SECTION E - Course Content

Student Learning Outcomes

Upon satisfactory completion of the course, students will be able to:	
1.	Identify and apply the principles of the California Virtual Campus Course Design Rubric.
2.	Create pages, discussion, and assignments in Canvas.

Course Objectives

Upon satisfactory completion of the course, students will be able to:	
1.	Develop a comprehensive course plan for a fully online or hybrid course.
2.	Use the core features of the Canvas course management system to design an online or hybrid course.
3.	Develop an introductory orientation module.
4.	Develop a learning unit with clear objectives aligned to the course outcomes.
5.	Design accessible course content.
6.	Integrate Open Educational Resources and other material curated from the internet to support student learning.

7. Design formative and summative assessments to support and measure student learning.
8. Use a variety of communication tools, both within and external to Canvas, to support student success.

Course Content

- Designing a Learning Unit Outline
- Aligning Module Objectives to Course-Level Outcomes
- Aligning Course Content with the CVC-Course Design Rubric
- Building in Canvas Sandbox
- Cognitive Load Theory
- Backward Design Strategy
- Culturally-Responsive Teaching
- Equity-Focused Design
- Trauma-Informed Teaching
- Authentic Assessments
- Welcome Letters
- Creating a Communications Plan
- Summative Assessments
- Grading Rubrics
- Student Self-Assessments
- Formative Assessments
- Instructor Feedback

Methods of Instruction

Methods of Instruction

Types	Examples of learning activities
Lecture	Lectures combined with multi-media.
Discussion	Discussions of major topics.
Activity	Other methods include but are not limited to: presentations of sample content and design, collaborative learning, and other demonstrations of course building.

Instructor-Initiated Online Contact Types

Announcements/Bulletin Boards
 Chat Rooms
 Discussion Boards
 E-mail Communication
 Telephone Conversations
 Video or Teleconferencing

Course design is accessible

Yes

Methods of Evaluation

Methods of Evaluation

Types	Examples of classroom assessments
Class Participation	Students will participate in Canvas discussions.
Homework	Students will write in response to readings.
Other	Students will design Canvas pages.

Assignments

Reading Assignments

Students will read texts on online education research, online course design principles, and culturally responsive teaching.

Writing Assignments

Students will write reflections on reading topics and experiences creating content for Canvas.

Other Assignments

Students will design Canvas pages.

SECTION F - Textbooks and Instructional Materials**Material Type**

Other required materials/supplies

Description

This course utilizes content from Online Teaching & Design by CVC-OEI which is licensed under a Creative Commons Attribution 4.0 International License. Development of OTD materials was funded by a grant from the California Community Colleges' Chancellor's Office.

Course Codes (Admin Only)**ASSIST Update**

No

CB00 State ID

CCC000639377

CB10 Cooperative Work Experience Status

N - Is Not Part of a Cooperative Work Experience Education Program

CB11 Course Classification Status

J - Workforce Preparation Enhanced Funding

CB13 Special Class Status

N - The Course is Not an Approved Special Class

CB23 Funding Agency Category

Y - Not Applicable (Funding Not Used)

CB24 Program Course Status

Not Program Applicable

Allow Pass/No Pass

Yes

Only Pass/No Pass

No