

# Cuesta College Online Teaching Certification Course

Cuesta College Learning Resources has an in-house option for becoming a certified online instructor and complete a course review to ensure your course meets the standards set forth in AP4105. By taking the online training courses, you will earn a Cuesta College Online Learning Resources Certificate with an OEI Course Rubric Certification with feedback.

The certification course is 12 weeks long and offered every semester. In order to meet the qualifications to teach Distance Education, faculty must complete the certification course at least one semester prior to assignment. The course will cover:

## Teaching Online for Beginners:

Learn what online students need to be successful, understand Cuesta Colleges Policies and Procedures, take a tour of Cuesta College's Learning Management System (LMS) Canvas, and begin to create an interactive learning space. During the session, you will begin to structure your course for an online environment, create your online welcome letter and syllabus, and start organizing your course.

## Accessibility and Distance Education:

By law, materials for online and hybrid courses must be accessible to all learners at the start of a course, regardless of who is enrolled. This session will focus on the three major steps you can take to make your materials accessible. 1) Making documents accessible to a screen reader, 2) providing alternative text for images and 3) ensuring videos are captions accurately, and (4) Using resources to check your documents for accessibility issues.

## Designing your Online Course

Take your course to the next level; add a human element to your online class. Enhance you course with tools and resources to meet Regular Effective Contact, and a human online presence. During this course, you will have a chance to experiment with advanced tools, utilize less common and more advanced features in your online course. The course will introduce you to exciting new features and resources that exist within the LMS at Cuesta College; such as using creating engaging discussions, video conferencing for online office hours, assisting students through screen sharing, and collaborating in groups.

## Applying the OEI Rubric

The Online Education Initiative (OEI) Course Design Rubric (Rubric) contains the online course design standards developed and adopted by this initiative. The Rubric is used to establish standards relating to course design, interaction and collaboration, assessment, learner support, and accessibility in order to ensure the provision of a high quality-learning environment that promotes student success and conforms to existing regulations. Upon completion of the course you will review your own course using the OEI Rubric and submit it to the Distance Education Standards Subcommittee for final review.