

Information for Fall 2019

Open Learning (OL1) Courses

- Open Learning classes are self-paced and are ideal for students who are self-motivated and have good time-management skills.
- Classes begin **August 19, 2019**
- Midterm Date: **October 10, 2019**
- Students can finish their course at any time during the semester; however, all work must be completed by the end of the semester, **December 6, 2019**.
- Exams may be taken during Final Exam Week: **December 9-13, 2019**, during our lab hour schedule.
- Students will be required to go to the Business Technology Learning Center (WDC 2606) for some assignments, labs, and exams. However, they can do this at their own convenience. There will be a facilitator available at the Pontiac site for at least two hours per week and at the Lincoln site by appointment.
- All students registered for an Open Learning Course (see below) are **required** to attend one orientation session at the beginning of the semester in the Business Technology Learning Center (WDC 2606). During their orientation, students will learn how to get started in their course as well as BTLC policies. Orientation will last approximately one hour.

Success Strategies for Students

Students who are successful in Open Learning courses:

- Self-schedule time each week to work on their Open Learning course
- Are comfortable using a computer
- Check e-mail daily
- Have Internet access and a computer at home or are able to spend a considerable amount of time in the BTLC
- Regularly visit the BTLC for help and/or contact their instructor with questions

FALL 2019 Open Learning Orientation Schedule

Orientation will be held in the Business Technology Learning Center, WDC 2606 (Main Campus) during the first week of classes. All students registered for an Open Learning course for **Fall 2019** are **required** to attend ONE orientation session. Orientation will last approximately ½ hour to one hour.

Orientation Hours:

8/19/19 Monday

11:30 a.m. (All Classes)
3:30 p.m. BUSN 145 Employment Success Strategies
4:00 p.m. ACSM & OTEC classes

Pontiac 9 a.m.

8/20/19 Tuesday

11 a.m. (All Classes)
4:30 p.m. ACSM & OTEC classes
5:00 p.m. BUSN 145 Employment Success Strategies

8/21/19 Wednesday

10:00 a.m. BUSN 145 Employment Success Strategies

10:30 a.m. ACSM & OTEC classes

3:00 p.m. All Classes

Lincoln 6 p.m.

8/22/19 Thursday

10:00 a.m. All Classes

4:30 p.m. BUSN 145 Employment Success Strategies

5:00 p.m. ACSM & OTEC classes

8/23/19 Friday

11 a.m. All classes

8/24/19 Saturday

10 a.m. All Classes

Orientation Fast Track: If you have taken an open learning class in the past, you may take the fast track option:

- Come in to any open lab hour
- Tell the lab facilitator you have taken an open learning class before and ask to sign in for the Orientation
- Show the lab facilitator how you added your class(es) and printed out your self-pacing schedule

If a student registers after the first week of classes, they should come to a regularly scheduled lab time and ask the lab facilitator to complete an orientation with you. Any lab facilitator can complete their orientation.

Lab Hours for **Fall 2019** are as follows:

Fall 2019 Lab Hours:

- Monday: 9 a.m. – 7 p.m.
- Tuesday: 9 a.m. – 7 p.m.
- Wednesday: 9 a.m. – 5 p.m.
- Thursday: 9 a.m. – 5 p.m.
- Friday: Closed
- Saturday: 9 a.m. - Noon

FALL 2019 Open Learning Courses

- ACSM 101 Introduction to Computers (Proficiency Available)
- ACSM 125 PowerPoint
- ACSM 136, 137, 138 EXCEL Level I, II, III
- ACSM 146, 147, 148 ACCESS Level I, II, III
- ACSM 156, 157, 158 WORD Level I, II, III
- BUSN 145 Employment Success Strategies

- OTEC 101 Keyboarding (Proficiency Available)
- OTEC 102 Advanced Keyboarding
- OTEC 104 Office Simulation
- OTEC 113 Records Management

Open Learning FAQ

Heartland Community College now offers Open Learning courses - college credit courses with flexible, individualized instruction that are designed to provide you with a unique blend of traditional and online courses. You will work independently but still have access to one-on-one instruction and assistance through the Business Technology Learning Center (BTLC).

What is the difference between an Open Learning course and an online course?

When you take an online course, all of your interaction is online through Canvas and you usually do not have any face-to-face time with your instructor. You also have specific deadlines to meet for your assignments. In an Open Learning course, you do not have any specific deadlines for your assignments, other than to finish all work by the end of the semester and some of which will have to be completed in the Business Technology Learning Center (BTLC). With Open Learning courses, you also have access to a Facilitator who can provide you with one-on-one instruction should you need it.

How much time will I have to spend each week working on an Open Learning course?

Open Learning classes are self-accelerated, which means you can finish the course in a few weeks, a month, or throughout the entire semester, so how much time you spend each week working on a course is up to you – you just have to pace yourself so that you have all requirements complete by the end of the semester.

How long will it take me to finish an Open Learning course?

How long it takes to finish an Open Learning course is up to you! Most courses could easily be finished in eight weeks, but you may take the full 16 weeks to finish if you need to. All course requirements must be completed by the end of the semester.

How much time will I have to spend in the BTLC?

Each course has labs and/or exams that must be completed in the BTLC, so the time you spend there will vary.

Where is the BTLC (Business Technology Learning Center)?

The Business Technology Learning Center (BTLC) is located in the Workforce Development Center on Heartland's Main Campus in room WDC 2606. We also have Facilitators available at the Lincoln and Pontiac campuses.

When is the BTLC open?

The BTLC is open approximately 40 hours throughout the week, including Saturdays and most evenings.

Will I ever see my instructor?

All instructors who teach an Open Learning course are required to also work in the Business Technology Learning Center, so chances are, you might run into him or her there. You can also make an appointment to see your instructor at any time – he or she is happy to meet with you!

I'm not good at computers. Is this something I should really try?

It is helpful if you have some computer skills such as keyboarding ability and familiarity with the Internet. For most classes, you will also need a simple working knowledge of Word and saving and retrieving files, as well as uploading and downloading files. However, if these are new concepts to you, don't be afraid – the Facilitators are able to help you!

What if I don't understand what is expected of me in an Open Learning course?

If you need help with your course, you should contact your instructor or come to the BTLC so a Facilitator can assist you.

Do I have to have a computer at home?

You do not have to have a computer at home, but it would allow you more flexibility with these courses. If you don't have a computer, you will need to come to campus and work in the BTLC or another computer lab. If you do have a computer at home, you will need to have Internet access.

Do I need to buy a textbook?

For most Open Learning courses, there is a required textbook. If you want to save some money, the BTLC has books that you may use while you are working in the lab. If you wish to have more freedom to do your work off-campus, you will have to buy the required textbooks.

How will I turn in my homework?

Open Learning courses use Canvas, which is an online learning environment that allows you to access and turn in your assignments via the Internet.

This sounds overwhelming. Are there deadlines?

Because this is an Open Learning course, there are no deadlines for assignments. You are expected to complete the assignments on your own – in your own time. You must, however, complete all coursework by the end of the semester. So the key to these classes is: Don't Procrastinate!

How do I register?

Before registering for an Open Learning course, it is recommended that you talk with your Academic Advisor about how this type of course might fit into your schedule.

The semester has already started, can I still register?

Open Learning courses are designed so that you may start them at any point during the semester, up to the 12th week.

Please contact Linda Lambert, Associate Director of the Business Technology Learning Center, for more information @ 309-268-8845 or linda.lambert@heartland.edu.