

# Lakeland

COMMUNITY COLLEGE

## Distance Learning Guide

- Online
- Hybrid
- Interactive  
Video Distance  
Learning



Opportunity  
starts **HERE**  
[lakelandcc.edu](http://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.

With distance learning, students can study on their own time 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 basic technology. The college offers three basic delivery formats of distance learning courses: online, hybrid and interactive video for distance learning (IVDL).

## Online

In the fully online course, all course instruction is delivered online. Students are not required to come to campus to participate in any portion of the coursework or evaluation.

The online with synchronous requirements (WSR) course is delivered primarily online using Blackboard; however, there are some required remote face-to-face or synchronous (real-time) interactions, such as: class orientation, regularly scheduled chat or web-conferencing sessions, and/or proctored exams. Please refer to the course syllabus for specific course requirements.

## Hybrid

Hybrid courses are a blend of online and weekly classroom instruction. These courses offer more convenience than traditional face-to-face instruction 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

IVDL uses interactive video technology to connect students to one or more classrooms. Students are connected using interactive video 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.



## How you can prepare

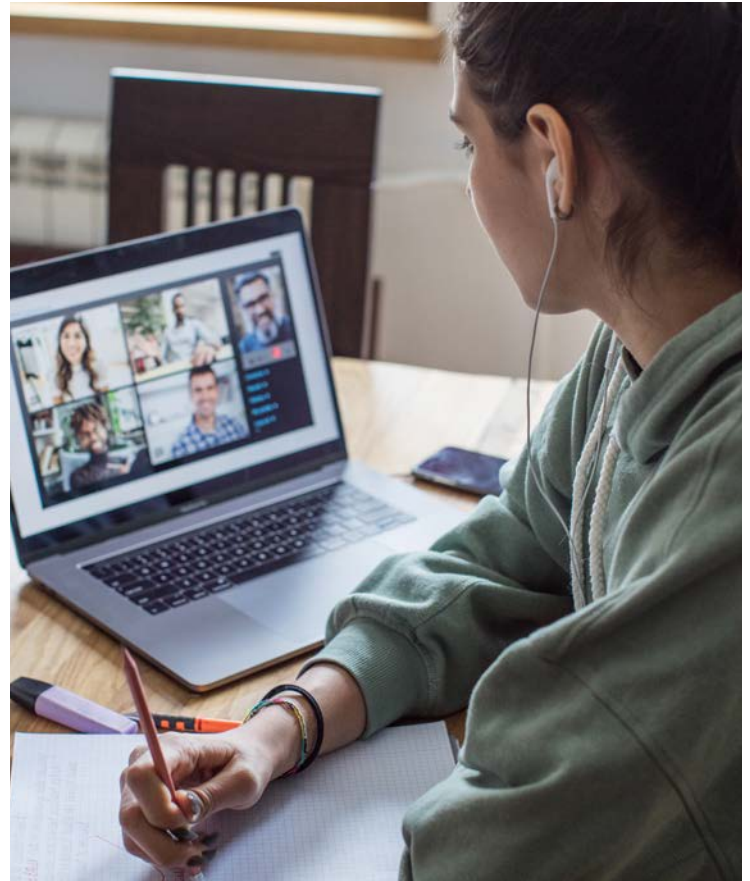
You should be familiar with the following: basic computer skills, sending and receiving email, using attachments via email, using a web browser, finding resources through search engines, downloading and installing software, using word processing software such as Microsoft Word and presentation software such as Microsoft PowerPoint. If applicable, you should also know how to convert your files to PDFs. Speak with your academic advisor if you need guidance on taking basic computer courses to better prepare for distance learning.

## Technological requirements

At a minimum, you must have access to a reliable, high-speed internet connection. Students should have liberal access to a computer, tablet, or mobile device to access online courses. Computer speakers or headphones with a microphone will come in handy when you listen to audio or video inside your courses. Additionally, your instructor may require a webcam for you to participate in web conferencing lectures or assignments. Lakeland offers free Chromebook rentals to students who need supplemental technology for distance learning.

All necessary software will be provided by Lakeland for free, including: a student email account, a subscription to Microsoft Office 365, Webex video conferencing and more.

You will also have access to Blackboard, Lakeland's learning management system. You will use Blackboard to access your distance learning courses. It is important for you to have the proper system configuration to use Blackboard. For additional hardware or software requirements for your courses, contact your instructor or refer to the course syllabus.



If you have any questions or need help with the technical tools needed for your distance learning courses at Lakeland, please contact the Help Desk at 440.525.7570, [lcchelpdesk@lakelandcc.edu](mailto:lcchelpdesk@lakelandcc.edu) or [help.lakelandcc.edu](http://help.lakelandcc.edu).

## How to find Distance Learning

Look for the green/blue (online/WSR) and yellow (hybrid) highlighted course offerings listed in the course schedule at [lakelandcc.edu/schedule](http://lakelandcc.edu/schedule). Example below:

### ENGL 1120 - English Comp 2 [\[Description / Prerequisite\]](#)

CRN	Schedule	Seats	Days	Times	Dates	Room	Camp	Instructor	Cr
10241	LECTURE	8	M T W R F S	08:00 AM-09:15 AM	8/27-12/16/22 (F)	A2025	MAIN	James, M	3
10242	LECTURE	10	M T W R F S	09:30 AM-10:45 AM	8/27-12/16/22 (F)	A2025	MAIN	Muckerheide, R	3
10244	HYBRID	18	M T W R F S	09:30 AM-10:45 AM	8/27-12/16/22 (F)	T 210	MAIN	Weber, L	3
10245	HYBRID	15	M T W R F S	09:30 AM-10:45 AM	8/27-12/16/22 (F)	T 210	MAIN	Weber, L	3
10246	LECTURE	10	M T W R F S	11:00 AM-12:15 PM	8/27-12/16/22 (F)	A3020	MAIN	Young, D	3
10247	ONLINE WSR	17	M T W R F S	11:00 AM-12:15 PM	8/27-12/16/22 (F)	WEBEX	MAIN	Stewart, M	3
10248	LECTURE	FULL	M T W R F S	11:00 AM-12:15 PM	8/27-12/16/22 (F)	A2024	MAIN	Redmon, J	3
10249	LECTURE	8	M T W R F S	12:30 PM-01:45 PM	8/27-12/16/22 (F)	A2003	MAIN	Young, D	3
10250	LECTURE	17	M T W R F S	02:00 PM-03:15 PM	8/27-12/16/22 (F)	C3080	MAIN	Manos, K	3
10252	ONLINE	5	-	-	8/27-12/16/22 (F)	ONLINE	MAIN	Soto-Schwartz, M	3
10883	ONLINE	15	-	-	8/27-12/16/22 (F)	ONLINE	MAIN	Soto-Schwartz, M	3
11061	ONLINE	4	-	-	8/27-12/16/22 (F)	ONLINE	MAIN	Bultman, G	3

## Distance Learning Degrees

### Online Degrees

Associate of Applied Business in Accounting (9210)  
Associate of Arts Degree (9000)  
Associate of Arts Degree in Business (9010)  
Business Information Management Concentration (9222)

Emergency Management Planning and Administration Degree (9670)  
Entrepreneurship Concentration (9215)  
Fire Science Technology Degree (9640)  
General Management Concentration (9224)

### Online Certificates

Business Information Management Certificate (2221)  
Computer User Certificate (2402)  
E-Business Certificate (2202)  
Emergency Management Planning and Administration Certificate (6701)  
Entrepreneurship Certificate (2291)  
Family Financial Planning Certificate (2104)  
Financial Accounting Certificate (2102)  
Fire Science Technology Certificate (6401)

General Accounting Certificate (2101)  
IT Foundations Certificate (2401)  
IT Specialist Certificate (2403)  
IT Professional Certificate (2404)  
Leadership Certificate (2262)  
Office Communications Certificate (2610)  
Ohio Real Estate Salesperson Certificate (2072)  
Ohio Real Estate Broker (2280)  
Small Business Accounting Certificate (2103)

## For More Information:

**Academic Counseling and Advising Center**, room A-1027 • 440.525.7200 • [lakelandcc.edu/counseling](http://lakelandcc.edu/counseling)  
**Help Desk**, room C-2060 • 440.525.7570 • [lcchelpdesk@lakelandcc.edu](mailto:lcchelpdesk@lakelandcc.edu) • [lakelandcc.edu/help](http://lakelandcc.edu/help)  
**Distance Learning**, room A-1043 • 440.525.7495 • [lakelandcc.edu/dl](http://lakelandcc.edu/dl)  
**Apply now at [lakelandcc.edu](http://lakelandcc.edu)!**

### Quality Education

Professors at Lakeland are experts in their fields with real-world experience. Lakeland prepares you for a high-demand career or for transfer to a four-year college or university. Access to bachelor's and graduate degrees is available on campus from partner institutions through Lakeland's Holden University Center ([lakelandcc.edu/uc](http://lakelandcc.edu/uc)).

### Affordable Tuition

Lakeland's tuition is about one-third the cost of most four-year schools. About 40% of Lakeland students receive some form of financial assistance ([lakelandcc.edu/tuition](http://lakelandcc.edu/tuition)).

### Convenience

Lakeland offers convenient day, evening, weekend and online courses ([lakelandcc.edu/schedule](http://lakelandcc.edu/schedule)).

### Focus on Students

Lakeland offers a variety of student services to help you succeed, such as counseling, tutoring, computer labs, career services, free parking and affordable child care.

## Opportunity starts HERE

**Visit** us on campus or online. Call 440.525.7900, email [recruitmentcenter@lakelandcc.edu](mailto:recruitmentcenter@lakelandcc.edu) or visit [lakelandcc.edu/visit](http://lakelandcc.edu/visit) for a campus tour.

**Apply** online: [lakelandcc.edu/apply](http://lakelandcc.edu/apply)

### Accreditation

Lakeland Community College is accredited through the Higher Learning Commission (HLC), 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1413, phone: 800.621.7440, [hlcommission.org](http://hlcommission.org).

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