Distance Education Respiratory Care Program
Program: Delivery Model and Technical Requirements

Lane Community College offers a traditional laboratory / clinical instructional program and a distance learning didactic (lecture) program for Respiratory Care. Using a combination of clinical instruction, online courses, and media presentations, students can receive dynamic instruction to help them achieve their goals at LCC or while remaining in the local community of one of our partner colleges - Central Oregon Community College, Blue Mountain Community College, Tillamook Bay Community College, and Southwestern Oregon Community College.

Description of Distance Education
Instructional Methods
Students in the Respiratory Care program will receive academic and clinical education through a variety of learning technologies including utilizing Web-based learning system, streamed video, podcasting, and web conferencing. Laboratory and pre-clinical instruction will be provided on Lane Community College's main campus, and patient care clinical instruction will be provided in clinical settings depending on the community resources for the selected clinical sites.

Clinical education provides the students with hands-on application of theory and demonstration of skills from all instructional methods. Students will complete program-specific competencies in the clinical setting.

Laboratory and pre-clinical instruction includes activities related to the use and application of respiratory care equipment and procedures, and demonstration of skills and application of patient care concepts related to content in program courses in a simulated care environment.

Academic instruction is offered via a web browser, and e-mail account. Interaction with the instructor and classmates is through Moodle forums, Internet, e-mail, virtual classroom, or web or phone conferencing. Students need to have Internet services available and can additionally use the student support services LCC or at the partner community college. Listed below are the requirements and skills necessary for web-based instruction.

Minimum Equipment and Skills for Web Based Instruction

Skills to be a successful distance learner:
This program will be delivered in both an asynchronous and synchronous learning environment. For learning to occur, learners must actively participate, experience and be responsible for completing the designated activities and assignments within the prescribed time.

Learners are required to complete a variety of activities:
- Read and review information resources online
- Participate in class discussion questions using the Moodle forums
- Interact with fellow learners and the instructor
- Complete exercises and homework as assigned by the designated due date
- Participate equally in the completion of team projects
- Take quizzes and tests on-line, or attend schedule exam periods @ LCC main campus.
- Practice pre-clinical and laboratory exercises with visual demonstrations provided on-line

To be able to participate as an active learner, you must meet these prerequisites:
- Basic familiarity with the web environment
- Access to the Internet via your own internet service provider
- Use of a Web browser. (see technical requirements)
- Ability to read, print upload/download, and save online documents
- Ability to type responses and to post to the learning management system (Moodle - For help specifically with Moodle, please see *lanecc.edu/icl/moodleinfo.html*)
- Dedicate approximately 40 hours per week for completing the course activities
- Have access to and be skilled in the use of Microsoft Word and PowerPoint
- Must be able to attach and e-mail Word documents
- Ability to use other applications in the Microsoft Office Suite

What is an Online Course?
An online course is a complete course that includes lectures, assignments, and discussions delivered via the Internet. Some online courses may have on-campus labs or exams or require viewing accompanying video programs. Interaction with the instructor and other students is provided through the use of discussion forums and email. Students don't have to be online at a certain time every day, but will be expected to log on to the course website regularly and respond to online discussions. Students are responsible for maintaining their own computers and software required for each class.

In order to participate in online courses, students must:

- have a current email address on file at Lane (in Expresslane) and be comfortable using email
- have access to a computer with Internet capabilities
- be able to operate an internet browser such as Firefox or Internet Explorer

Is there an orientation?
Online courses don't have orientation sessions--enrolled students just log in to the course website beginning on the first day of the term. Students must log in to the course website at the beginning of the first week of classes in order to avoid being dropped. Contact your instructor immediately if you have difficulty logging in. Occasionally, an online course instructor will offer an optional on-campus orientation. They will notify you directly by email and/or post the information on the course website if one is offered.

To begin an online course, click on the DL Quick Links box, and select "Log in to Online Courses." Find your course in the list and verify the CRN. The website for the course is listed in the far right column. Follow any instructions that may be listed and click on the link to enter the course website. Courses will be available for access at 8 a.m. on the first day of the term. Students who do not participate in classes during the first week of the term may be dropped from their courses. Log in to your course early in the week; some courses have assignments due during the first week.

Where can I get help logging in?
The Student Help Desk (SHeD) in Building 4, Room 201, can assist distance learning students with log in difficulties. SHeD can also be reached at 463-3333 or SHeD@lanecc.edu

Can I take an online course if I don't have a computer?
Most online courses may be accessed in the Instructional Computing Lab on the main

campus (Bldg. 4, Rm. 201) and at Lane's centers at Cottage Grove and Florence during their regular operating hours.

Laptop computers are available for 2-hour checkout, between 9:30 a.m.-2 p.m. in the Lane Library, and may be used anywhere inside the library.

Hardware/Software Requirements for Your Computer:

Recommended Hardware

- PC - Pentium III or compatible processor at 800 MHZ or faster with Windows 2000, or Windows XP (minimum), Pentium 4 recommended
- Macintosh PowerPC G4 (minimum), Mac OS X 10.4 and higher
- 256 MB RAM minimum, 512 MB or greater recommended
- Video resolution: millions of colors (24/32 Bit) at 1024 x 768 video resolution
- 1 GB of available disc space
- Speakers or Headphones (Optional if built-in speakers are adequate for listening to audio)
- 56K modem minimum, DSL or Cable modem recommended (56K modem connections will not support classes with streaming audio or video)
- Internet Service Provider with web and email access (Students: see *http://www.lanecc.edu/icl/emailfaq.htm* for information on email providers)

Recommended Software

- Windows: Firefox 3.0 http://www.mozilla.com/en-US/
- Macintosh OS X: Firefox 2.0
- Apple Safari and Microsoft Internet Explorer are supported but **not recommended** as problems have been noted especially with IE 7
- Microsoft Office 2000 or higher (available at a discounted rate through the technology desk at the LCC bookstore)
- Anti-Virus Software
- Some courses have additional hardware/software requirements

Common Internet Browser Plug-Ins
(Some classes may contain files that need one of the following plug-ins; the following plug-ins are available at the web sites given below.)

If you do not have the required MS Office software download the viewers for MS Word (.doc .txt files), Excel (.xls files), PowerPoint(.ppt files) and Windows Media Player (.wma, mp3 files) from Microsoft Download Center at
http://www.microsoft.com/downloads/en/resultsForCategory.aspx?displaylang=en&categoryid=9
Quicktime (.qt files) http://www.apple.com/quicktime/download/
Adobe Acrobat Reader (pdf files) http://www.adobe.com/
RealAudio RealPLayer (rp, mp3 files) http://www.www-real-player.com/
Flash (.swf files) http://www.adobe.com/
Macromedia Shockwave browser Plug-In http://www.adobe.com/

Note: Please realize that despite meeting all technical recommendations, some students may encounter difficulty accessing course content from their computer. It is required that you locate an alternate computer to use and have a plan for backup technical support should you encounter difficulties that cannot be resolved with your instructor and—Lane CC Student Help Desk (SheD);

http://www.lanecc.edu/icl/shed.htm. Personal computer problems will not be an acceptable excuse for not completing coursework on time.

In general you may encounter barriers to learning if you **do not** have the following:
- Computer operating system and web browser listed under *Recommended Hardware/Software (see above)*.
- Access to **high speed** internet – DSL or cable
- Proficiency in navigating the Internet (the web) and ability to download and install plug-ins
- Your own E-mail account with the ability to send and receive attachments.
- Ability to access online classes from behind the firewall. If you are unable to access Lane's online courses please contact the Student Help Desk (SheD) at 463-4444 or email SheD@lanecc.edu.
- Ability to read and write MS Word files. Microsoft Word 2000 is the supported word processing program at Lane.