James Falkofske – www.PedagogyOnline.com

The below sample Course Schedule is designed to provide all the "vital information" students need to complete all the points-based activities in the course. By consolidating all of the dates to a single document – it not only provides an easy reference for students to view or print, but it also eliminates having to edit multiple documents for each new run of the course (just edit the dates in this document, and remove dates from all other documents).

Course Schedule dept-123
Title of This Course

Course Run Dates

Your Learning Process

In this course you will be expected to spend at least 40 hours of study and work for each semester-credit you are earning. It is strongly recommended that you intentionally schedule time in your weekly calendar for this course – to avoid problems with procrastination.

Each week of this course you will be responsible for completing a number of graded activities. By breaking down the course grades into many small pieces – if circumstances prevent you from completing a particular assignment – your overall course grade will not be severely affected. However, realize all assignments contribute to your overall course success.

This course is designed to help ensure your success.

Every week, begin by completing the readings for the Module, and make sure that you are outlining and taking notes on the readings. Your notes can be hand-written or word-processed, and you will share your notes with the instructor (so if hand-written, make sure that you have a way to scan your notes). The note-taking helps you engage in the content, and the notes help your instructor provide additional guidance during your online conference appointments.

The readings and note-taking will prepare you to take the quiz for each chapter. The quizzes help you to verify your understanding of the terms, concepts, and applications before you move forward into the other graded assignments (helping ensure your success). You may take each quiz up to 3 times, and your grade for the quiz will be the AVERAGE of all your attempts. If you do well – there is no need to retake the quiz; however, if you score poorly – carefully review which questions you answered incorrectly and study those concepts again before your next attempt.

Once you have successfully completed the quizzes, you can then join in the discussions and complete your other homework assignments. Remember that the discussions have 2 deadline dates. Your first set of comments need to be posted by mid-week (so that your classmates have a chance to read them and provide feedback), and the final comments in the discussion need to be completed by week's end. Remember that half your points earned will be awarded for your initial comments – so carefully write out and document your responses.

Course Outline:

Week / Location	Module	Reading	Activities
1 Through 01/14	Module 1: The Online Classroom	none	**Assignment** **Points** **Deadlines** Technology Self Assessment Quiz 10 01/14 Microsoft Word Proficiency Exercise (dropbox) 20 01/14 Introduction Discussion 10 01/14 Plagiarism Discussion 10 01/17 Netiquette Discussion 10 01/17 In Class Exercise 20 01/14 Become familiar with Web site.
2 01/15 - 01/21 Online	Course Overview Module 2: Managing and Management Theory	Chapters 1 & 2	**Assignment** **Points** **Deadlines** Chapter 1 Quiz (practice quiz, you will earn full points) 20 01/18 Chapter 2 Quiz (practice quiz, you will earn full points) 20 01/19 Module 2 Discussion Schools of Thought 20 01/21