

What do students need to successfully complete online training?

- *High Speed internet access, an email account and up-to-date programs on your computer* that meet the online class requirements
- *Skills and experience in computer use* such as typing, searching, navigating computer tools, etc.
- *Time to take the class.* Online classes range from 60 minutes to hundreds of hours. The good news: you can take them whenever and where ever you are on your computer - day or night! There is usually a time limit in which to complete the class assignments. Online college courses typically require MORE hours than traditional face to face classes.
- *Work and learn independently.* Except for college courses, students in most online classes complete the class alone. Successful students are disciplined and able to work and learn by themselves.
- *Learn by reading and thinking and writing.* Online classes require extensive reading. Some online modules also include graphics, pictures or videos. Successful online students, learn by reading. Approved online classes include an evaluation component, to ensure that the student understands what was read in the training session. An online evaluation for a short module might be a multiple choice quiz at the end of a section. For a college course, evaluation would require regular postings (writing) on to the online class site as well as other homework such as creating and presenting a project.
- *Some funds.* Online training is usually not free; the cost ranges from five to hundreds of dollars per module or course. Online college courses cost the same as traditional college courses.

Online college courses have somewhat different requirements for students than short, two hour online modules.

To learn more about online college courses, look at this Community College of Vermont website page: <http://www.ccv.edu/online> . This page includes a self- test to see if you are ready to take an online class, specific requirements, answers to frequently asked questions, and many other resources.