

Information for Fall 2022 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. Summer 2022 courses begin **Monday, August 22, 2022**.
- Midterm: **October 13, 2022**
- Students can finish their course at any time during the semester; however, all regular work must be completed by the end of the semester, **Friday, December 9, 2022**.
- Exams may be taken the week of finals, **Monday, December 12 - Friday, December 16, 2022**. Exams may be completed when all course work is completed.
- All students registered for an Open Learning Course are **required** to attend one orientation session at the beginning of the semester via Zoom (<https://heartland.zoom.us/my/business.technology>). During their orientation, students will learn how to get started in their course as well as course expectations. Orientation will last approximately one hour.
- Students will be required to use Zoom (<https://heartland.zoom.us/my/business.technology>) for some labs. You may use this Zoom account to have questions answered about your class. There will be a facilitator available six days a week for more than 40 hours per week. The Business Technology Learning Center (BTLC) lab will also be open three days a week. Please see the Lab Hour Schedule below.
- Orientations will be completed via zoom for the first week of classes. Beginning the week of August 22, 2022, the Business Technology Learning Center (BTLC) in WDC 2006 will be open three days a week, Monday, Tuesday, and Wednesday according to the following schedule:

Fall 2022 In Person Lab Hours:

- Monday: 9 a.m. – 8 p.m.
- Tuesday: 9 a.m. – 8 p.m.
- Wednesday: 9 a.m. – 3 p.m.

Virtual Lab Hours: <https://heartland.zoom.us/my/business.technology>

- Monday: 9 a.m. – 8 p.m.
- Tuesday: 9 a.m. – 8 p.m.
- Wednesday: 9 a.m. – 6 p.m.
- Thursday: 9 a.m. – 3 p.m.
- Friday: 9 a.m. – 12 p.m.
- Saturday: 9 a.m. – 12 p.m.

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 regularly
- Have Internet access and a computer at home because classes will be online with virtual lab hours
- Regularly use the Zoom link (<https://heartland.zoom.us/my/business.technology>) for help and/or contact their instructor with questions

Fall 2022 Open Learning Orientation Schedule

Orientation will be held virtually using the schedule below and the business technology link (<https://heartland.zoom.us/my/business.technology>), during the first week of classes. All students registered for an Open Learning course for **Fall 2022** are **required** to attend ONE orientation session. Orientation will last approximately 30 minutes to one hour.

Fall Orientation Hours: Click on the Zoom link to attend any virtual lab hour or orientation: <https://heartland.zoom.us/my/business.technology>

Please plan for 1 hour to complete Orientation

* **Fast Track Orientation** – designed for students who have previously completed an Open Learning course

Monday, August 22, 2022

- 9:30 AM OTEC 101, OTEC 102
- 11:00 AM Fast Track
- 12:30 PM CTEC 146, 147, 148
- 2:00 PM Fast Track
- 5:00 PM Fast Track
- 6:00 PM BTEC 145
- 7:00 PM BTEC 145

Tuesday, August 23, 2022

- 9:30 AM CTEC 125, CTEC 156, CTEC 157, CTEC 158, CTEC 166
- 11:00 AM Fast Track
- 12:30 PM CTEC 125, CTEC 156, CTEC 157, CTEC 158, CTEC 166
- 2:00 PM Fast Track
- 5:00 PM Fast Track
- 7:00 PM Fast Track

Wednesday, August 24, 2022

- 9:30 AM CTEC 136, 137, 138
- 11:00 AM OTEC 104
- 12:30 PM Fast Track
- 2:00 PM CTEC 136, 137, 138
- 4:00 PM BTEC 145
- 5:00 PM Fast Track

Thursday, August 25, 2022

- 9:30 AM CTEC 146, 147, 148
- 11:00 AM Fast Track
- 12:30 PM OTEC 101, 102
- 2:00 PM Fast Track

Friday, August 26, 2022

- 9:30 AM CTEC 125, CTEC 156, CTEC 157, CTEC 158, CTEC 166
- 11:00 AM Fast Track

Saturday, August 27, 2022

- 9:30 AM CTEC 125, CTEC 156, CTEC 157, CTEC 158, CTEC 166
- 11:00 AM Fast Track

Fast Track Orientation:

- Attend any open lab hour <https://heartland.zoom.us/my/business.technology>
- Tell the lab facilitator you have taken an open learning class before
- 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 virtual lab time and ask the lab facilitator to complete an orientation with you. Any lab facilitator can complete their orientation.

Fall 2022 Open Learning Courses

- BTEC 145 Employment Success Strategies
- CTEC 125 PowerPoint
- CTEC 136 Excel Level I
- CTEC 137 Excel Level II
- CTEC 138 Excel Level III
- CTEC 146 Access Level I
- CTEC 147 Access Level II
- CTEC 148 Access Level III
- CTEC 156 Word Level I
- CTEC 157 Word Level II
- CTEC 158 Word Level III
- CTEC 166 Outlook and OneNote
- OTEC 101 Keyboarding
- OTEC 102 Advanced Keyboarding
- OTEC 104 Office Simulation

Open Learning FAQ (Frequently Asked Questions)

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 virtual lab hours on Zoom (<https://heartland.zoom.us/my/business.technology>).

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

When you take an online course, all 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 virtual lab hours online via Zoom (<https://heartland.zoom.us/my/business.technology>). With Open Learning courses, you also have access to a Lab Facilitator who can provide you with one-on-one assistance.

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 Open Learning courses could easily be finished within four to eight weeks, but you may take the full 16 weeks to complete if needed. 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 with a lab facilitator, so the time you spend there will vary.

Where is the BTLC (Business Technology Learning Center)?

For the Fall of 2022, all facilitators will be available in WDC 2006 and by using Zoom at: <https://heartland.zoom.us/my/business.technology>.

There will be in person lab hours three days a week. Please see the schedule below:

When is the BTLC (Business Technology Learning Center) open?

Fall 2022 In Person Lab Hours:

- Monday: 9 a.m. – 8 p.m.
- Tuesday: 9 a.m. – 8 p.m.
- Wednesday: 9 a.m. – 3 p.m.

Virtual Lab Hours: <https://heartland.zoom.us/my/business.technology>

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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 and/or virtual lab hours, so chances are, you might meet him or her. Your instructor posted when they are working in the lab in your syllabus. You can also make an appointment to see your instructor at any time – he or she is happy to meet with you or have a Zoom meeting.

I am 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. In addition, you will need or develop file management skills such as saving and retrieving files, as well as uploading and downloading files. However, if these are new concepts to you, do not be afraid – the Facilitators are able to help you!

What if I do not 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 or use the virtual lab hours (<https://heartland.zoom.us/my/business.technology>) so a Lab Facilitator can assist you.

Do I have to have a computer at home?

You should have access to a computer other than on campus that uses the Windows operating system (non-Mac) for the CTEC courses specifically using Microsoft Office programs.

Do I need to buy a textbook?

For most Open Learning courses, there is a required access code. Please be sure to check out the feasibility of [Cengage Unlimited](#).

BTEC 145 Employment Success Strategies and OTEC 104 Office Simulation do not require a textbook.

All **CTEC** and many **OTEC** classes **require an access code**. In an effort to keep textbook costs as low as possible, we are using Cengage Unlimited. You will notice on the website and in your syllabus, there are several options listed for textbooks. To meet individual needs, we list all options as required so financial aid will cover your choice of course materials. We suggest that you attend Orientation before purchasing materials.

Purchasing Options:

- What is Cengage Unlimited? If you have not used Cengage Unlimited click on the link and watch the 1-minute video
- Cengage Unlimited for one semester-*\$124.99
 - Access to all ACSM and OTEC classes for a semester for *\$124.99 (You may have other classes using Cengage also)
 - Includes MindTap access codes and eBooks
 - Rent a physical textbook for *\$7.99
- Cengage Unlimited for two semesters-*\$189.99
 - Access to all ACSM and OTEC classes for a YEAR for *\$189.99 (You may have other classes using Cengage also)
 - Includes MindTap access codes and eBooks
 - Rent a physical textbook for *\$7.99
- Cengage Unlimited for two YEARS-\$249.99
 - Access to all ACSM and OTEC classes for TWO-YEARS for *\$249.99 (You may have other classes using Cengage also)
 - Includes MindTap access codes and eBooks
 - Rent a physical textbook for *\$7.99

*These prices may change.

We will be explaining these options in your orientation also.

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: **Do not 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 twelfth week.

Please contact Adam Campbell, Interim Dean of CTE, for more information at 309-268-8895 or adam.campbell@heartland.edu.