

Information for Spring 2023 Open Learning (OL) Courses

IMPORTANT DATES

January 17th – Classes begin

January 17th – Monday, January 23rd – Orientations

March 10th – Midterm – refer to the course syllabus for requirements

March 13 – 17th – Spring Break – no classes

April 10th – Last Day to enroll in Open Learning classes

May 12th – ALL assignments due by 11:59pm

May 15 – 19th – Final Exam week – refer to the course syllabus for assignments which may be completed during this week.

What are Open Learning Courses?

- Self-paced.
- Flexible, individualized instruction.
- Ideal for students who are self-motivated.
- Need good time-management skills.
- Students can finish their course at any time during the semester.
- Offer 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 in-person or virtual lab hours on Zoom.
- NO set due dates with the exception for midterm (**March 10th**) and end of the semester (**May 12th at 11:59 pm**).
- Access to a lab facilitator either in person or via Zoom.
- Assignments will be submitted in Canvas.

Success Strategies for Open Learning Students

- Self-schedule time each week to work on their Open Learning course.
- Comfortable using a computer.
- **Check e-mail regularly.**
- Have Internet access and a computer at home.
- Regularly use the Zoom link for help.
- <https://heartland.zoom.us/my/business.technology>
- Contact your instructor with questions.
- Set a schedule you can follow.

What is the Business Technology Learning Center? (BTLC)

- Where you can receive one on one help with a certified facilitator.
- Located in the Workforce Development Center (WDC) Room 2006.
- Can attend in person or via Zoom.
- <https://heartland.zoom.us/my/business.technology>
- Open three days a week in person and five days a week via Zoom.

Spring 2023 In Person Lab Hours:

- Monday: 9 a.m. – 7 p.m.
- Tuesday: 9 a.m. – 7 p.m.
- Wednesday: 9 a.m. – 4 p.m.

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

- Monday: 9 a.m. – 7 p.m.
- Tuesday: 9 a.m. – 7 p.m.
- Wednesday: 9 a.m. – 4 p.m.
- Thursday: 9 a.m. – 3 p.m.
- Saturday: 9 a.m. – 2 p.m. **EXCEPT: Jan. 21 and 28: 12:30 – 4:30pm**

Open Learning FAQ (Frequently Asked Questions)

How much time will I have to spend each week working on an Open Learning course?

- The amount of time you spend each week is up to you.
- You can finish the course in a few weeks, a month, or throughout the entire semester.
- Make sure to pace yourself so you have **all assignments completed by May 12th at 11:59pm**

How long will it take me to finish an Open Learning course?

- The time is up to you.
- Most Open Learning courses could easily be finished within four to eight weeks.
- You may take the full 16 weeks to complete if needed.
- All course requirements must be completed by the end of the semester.

Will I ever see my instructor?

- All instructors who teach an Open Learning course work in the BTLC.
- Your instructor posted when they are working in the lab in your syllabus.
- You can make an appointment to see your instructor in the BTLC or on Zoom.

What computer skills do I need to be successful in the OL classes?

- Basic Internet skills
- Basic keyboarding skills
- Simple working knowledge of Word.
- File management skills such as saving and retrieving files.
- RELAX - the facilitators are available to help you!

Do I need to have a computer at home?

- You should have access to a computer other than on campus.
- Your computer needs the Windows operating system (non-Mac) for the courses.
- You will need access to Microsoft Office programs.

How will I turn in my homework?

- Open Learning courses use Canvas.
- Canvas is an online learning management system.
- All assignments will be found and submitted on Canvas via the Internet.

This sounds overwhelming. Are there deadlines?

- See your course syllabus for the assignment due dates.
- You are expected to complete the assignments on your own – in your own time.
- ALL assignments need to be completed by the end of the semester.
- **Do not Procrastinate!**

The semester has already started, can I still register?

- **YES** – registration for Open Learning classes is open until April 10th.

Do I need to buy a textbook?

- Many **CTEC** and **OTEC** classes ***require an access code.***
- BTEC 145 Employment Success Strategies and OTEC 104 Office Simulation do not require a textbook.
- To save on the cost we use [Cengage Unlimited](#).
- Available options will be explained at orientation.
- **DO NOT** purchase until you have attended an orientation.

CENGAGE UNLIMITED INFORMATION

What is Cengage Unlimited?

- Watch the 1-minute video which explains Cengage Unlimited
- [Cengage Video](#)
- Access to all BTEC and OTEC classes.
- You may have other classes which use Cengage.
- Includes MindTap access codes and eBooks.
- Rent a physical textbook for *\$9.99.
- Options will be explained during the orientation.

Purchasing options

One Semester	Two Semesters (One Year)	Two Years
\$124.99	\$189.99	\$249.99

*These prices may change.

**Questions: Contact Jeanette Diller, Associate Director of the BTLC
309-268-8874 or jeanette.diller@heartland.edu.**

Spring 2023 Open Learning Orientation Schedule

Click on the Zoom link to attend any virtual lab hour or orientation:

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

Fast Track Orientation: ONLY for students who have previously completed an Open Learning course.

- 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.

	Tuesday, Jan. 17	Wednesday, Jan. 18	Thursday, Jan. 19
9:30	CTEC 125, 156, 157, 158, 166	CTEC 136, 137,138	CTEC 146, 147,148
11:00	Fast Track	OTEC 104, 113	Fast Track
12:30	CTEC 125, 156, 157, 158, 166	Fast Track	OTEC 101, 102
2:00	Fast Track	CTEC 136, 137,138	Fast Track
5:00	BTEC 145	CTEC 125, 156, 157, 158, 166	Fast Track
6:00	BTEC 145	Fast Track	CTEC 146, 147,148
7:00	CTEC 125, 156, 157, 158, 166		

	Friday, Jan. 20	Saturday, Jan. 21	Monday, Jan. 23
9:30	OTEC 104, 113		OTEC 101,102
11:00	CTEC 136, 137,138		Fast Track
12:30	CTEC 146, 147,148	Fast Track	12:00 CTEC 146, 147, 148
2:00	Fast Track	CTEC 125, 156, 157, 158, 166	Fast Track
5:00	CTEC 125, 156, 157, 158, 166		Fast Track
6:00			BTEC 145