



COURSE OUTLINE: ELD420 - ELEARNING COOP

Prepared: Jennifer Mosley

Approved: Lori Crosson, Continuing Education, e-Learning, and Culinary

Course Code: Title	ELD420: ELEARNING COOP
Program Number: Name	1229: E-LEARNING DES & DEV
Department:	GENERAL ARTS & SCIENCE
Academic Year:	2024-2025
Course Description:	Through this paid co-op work experience, students will have the opportunity to apply what they learned in the classroom in a safe workplace environment. Students will be able to work alongside other professionals passionate about education, training, and development to create meaningful online and hybrid learning experiences tailored for specific audiences and age groups. Since learning and development teams exist in every sector, students will be able to complete a co-op experience in industries, such as government, for-profit and not-for-profit organizations, education, training and skills development, business, technology, healthcare, etc
Total Credits:	3
Hours/Week:	35
Total Hours:	280
Prerequisites:	ELD200, ELD201, ELD202, ELD203, ELD204, ELD205, ELD300, ELD301, ELD302, ELD303, ELD304, ELD305
Corequisites:	There are no co-requisites for this course.
Vocational Learning Outcomes (VLO's) addressed in this course:	1229 - E-LEARNING DES & DEV
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 1 Facilitate online and technology-mediated learning to support student success.
	VLO 2 Apply learning theories to the development and design of courses utilizing educational technology, eLearning and instructional design.
	VLO 3 Evaluate and recommend learning strategies and solutions when developing and designing courses for a variety of learning and course management systems.
	VLO 4 Assess integrated learning methods, evaluations, and assessments for a variety of learning and development environments.
	VLO 5 Evaluate the quality of all learning materials and resources, ensuring that they adhere to Canadian accessibility and copyright standards and regulations.
	VLO 6 Integrate fundamentals of design, animation, audio, and video to develop interactive online learning resources using a wide range of educational technological tools and systems.
	VLO 7 Develop lesson and training plans according to instructional design standards and best practices to support learners and the use of educational technologies.
	VLO 8 Communicate effectively and professionally in the Canadian workplace to support quality course development and a cohesive and productive work environment.
	VLO 9 Maintain ongoing personal and professional development to improve work



	performance in the field of e-learning development.				
	VLO 10 Curate, develop, and storyboard reliable and peer-reviewed Canadian related eLearning content and resources to design effective online training modules and courses.				
	VLO 11 Manage eLearning projects from proposal through the development, implementation, and evaluation phases to meet requirements and timelines.				
Essential Employability Skills (EES) addressed in this course:	<p>EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.</p> <p>EES 3 Execute mathematical operations accurately.</p> <p>EES 4 Apply a systematic approach to solve problems.</p> <p>EES 5 Use a variety of thinking skills to anticipate and solve problems.</p> <p>EES 6 Locate, select, organize, and document information using appropriate technology and information systems.</p> <p>EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.</p> <p>EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p> <p>EES 10 Manage the use of time and other resources to complete projects.</p> <p>EES 11 Take responsibility for ones own actions, decisions, and consequences.</p>				
Course Evaluation:	Satisfactory/Unsatisfactory & A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.				
Other Course Evaluation & Assessment Requirements:	Co-op is graded with either a satisfactory or unsatisfactory grade. Please see the manual regarding what learners will need to accomplish to receive a satisfactory grade in co-op and be eligible for graduation.				
Course Outcomes and Learning Objectives:	<table border="1"> <thead> <tr> <th>Course Outcome 1</th> <th>Learning Objectives for Course Outcome 1</th> </tr> </thead> <tbody> <tr> <td>1. Work within a Canadian business and within a team environment (remote, hybrid, or on-site) to design and develop eLearning resources and materials</td> <td> 1.1. Collaborate with other employees to design and build eLearning materials and resources 1.2 Recognize the organization’s policies and procedures and how to adhere to them, particularly as they relate to Canadian legislation and standards 1.3 Communicate with team members daily using either face-to-face interactions, email, telephone, or other web conferencing authoring tools 1.4 Meet with Subject Matter Experts or other stakeholders to learn about their learning and training needs 1.4 Recognize the organization’s mission and vision statements, and values to ensure that they are followed 1.5 Participate in team meetings to learn more about the organization’s goals, deliverables, and timelines for specific </td> </tr> </tbody> </table>	Course Outcome 1	Learning Objectives for Course Outcome 1	1. Work within a Canadian business and within a team environment (remote, hybrid, or on-site) to design and develop eLearning resources and materials	1.1. Collaborate with other employees to design and build eLearning materials and resources 1.2 Recognize the organization’s policies and procedures and how to adhere to them, particularly as they relate to Canadian legislation and standards 1.3 Communicate with team members daily using either face-to-face interactions, email, telephone, or other web conferencing authoring tools 1.4 Meet with Subject Matter Experts or other stakeholders to learn about their learning and training needs 1.4 Recognize the organization’s mission and vision statements, and values to ensure that they are followed 1.5 Participate in team meetings to learn more about the organization’s goals, deliverables, and timelines for specific
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	<p>eLearning projects</p> <p>1.6 Use interpersonal, communication, and problem-solving skills to work collaboratively with other team members</p> <p>1.7 Recognize the importance of contributing to a work environment that values respect, diversity, and appreciation for others</p>
Course Outcome 2	Learning Objectives for Course Outcome 2
<p>2. Collaborate with team members, supervisors, and other internal or external stakeholders to design eLearning materials and resources for a Canadian business</p>	<p>2.1 Conduct needs assessments of subject matter experts` content to determine learning and training needs and gaps</p> <p>2.2 Determine learning and training needs to effectively design eLearning materials that will address these needs and contribute to learning solutions</p> <p>2.3 Use subject matter expert`s content to storyboard the design and creation of eLearning materials and resources</p> <p>2.4. Curate needed resources and other learning materials to design eLearning materials that will meet specific learning needs and diverse learning styles and preferences</p> <p>2.3 Design eLearning materials that will address specific learning and training needs within a Canadian business and specific industry</p>
Course Outcome 3	Learning Objectives for Course Outcome 3
<p>3. Collaborate with team members and supervisors to develop eLearning materials and resources using eLearning authoring and digital tools for specific Canadian industries</p>	<p>3.1 Transfer subject matter expert`s content from designed storyboards to eLearning authoring tools, such as Articulate 360 and Rise 360</p> <p>3.2 Build eLearning materials and resources using eLearning authoring and digital tools, such as Articulate 360, Rise 360, Adobe Illustrator, and Adobe Photoshop</p>
Course Outcome 4	Learning Objectives for Course Outcome 4
<p>4. Manage eLearning projects with team members and supervisors to ensure that deliverables are completed on time and satisfy the business`s expectations</p>	<p>4.1 Determine the goals and deliverables of the eLearning project</p> <p>4.2 Set project management schedules that will support meeting the goals and deliverables on time</p> <p>4.3 Manage time and weekly schedules to ensure eLearning projects are completed within the expected timeframe</p> <p>4.4 Provide regular updates to team members, supervisors, and internal and external stakeholders regarding the progress and status of eLearning projects</p> <p>4.5 Communicate regularly with team members and supervisors to ensure that deliverables and goals are completed on time, acknowledging the limitations and barriers that may occur</p> <p>4.6 Problem-solve solutions and strategies with team members and supervisors on resources and tools needed to complete projects on time and address specific limitations or obstacles</p>
Course Outcome 5	Learning Objectives for Course Outcome 5
<p>5. Conduct quality, accessibility, and copyright</p>	<p>5.1 Work with team members, supervisors, subject matter experts, and internal and external stakeholders to ensure</p>

	checks with team members, supervisors, subject matter experts, and internal and external stakeholders for developed eLearning resources and materials	quality assurance standards have been followed in the eLearning design and development stages 5.2 Review eLearning resources and materials to ensure they are accessible and copyright compliant according to Canadian legislation, the Accessibility for Ontarians with Disabilities Act, and Web Content Accessibility Guidelines 5.3 Conduct revisions and edits of eLearning resources and materials based on the feedback from team members, supervisors, subject matter experts, and internal and external stakeholders
	Course Outcome 6	Learning Objectives for Course Outcome 6
	6. Upload developed eLearning courses and resources to Content Management or Learning Management System	6.1 Publish eLearning resources and materials from Storyline 360 or Rise 360 to be zipped as shareable objects and files with tracking features for learner progress 6.2 Zip completed eLearning resources and materials to upload to Content Management or Learning Management Systems 6.3 Structure the Learning Management System in a manner that meet`s the organization`s requirements and preferences, taking into consideration quality and Canadian accessibility and copyright standards 6.4 Upload zipped shareable objects and files to learning or content management systems for viewing and access 6.5 Consult with team members and supervisors to ensure that the eLearning resource or material has been zipped and uploaded correctly within the Content Management or Learning Management Systems 6.6 Provide updates to team members, supervisors, subject matter experts, and internal and external stakeholders that the eLearning resource, material, or project is now accessible and ready to be launched

Evaluation Process and Grading System:	Evaluation Type		Evaluation Weight
	Supervisor, Co-op Advisor, and Learner: Evaluation Forms x 3 (CLOs 1-6)		100%

Date: August 6, 2024

Addendum: Please refer to the course outline addendum on the Learning Management System for further information.