

## **Online Certificates FAQ**

View all online certificates here: <http://www.yougotclass.org/index.cfm/South>

### **How does an online certificate work?**

Each online certificate is made up of 2, 3 or 4 online courses that are developed and led by expert instructors. These non-credit continuing education certificates are intended for skills training, professional development, and workforce upskilling. Online courses can be taken individually, if desired.

### **What can I expect from an online certificate course?**

It is easy to participate in your online course. After you register, you will be given a web address to access your online classroom. You will have a password and use your email address and password to gain access. Each course will contain content (readings, audio lectures, and slides), self-quizzes, and a written discussion area to communicate with the instructor and class cohort.

### **Do I need to attend in-person in a classroom or at a certain time?**

No, this class is completely online and you can participate any time of day or evening. The online classroom is open 24 hours a day, 7 days a week. There are no live real-time requirements or meetings. You decide when you participate. For the best learning, participants should log into the course on 2-3 different days of the week.

### **How do I participate in the online class?**

For each course unit, you will:

- Access the online readings
- Listen to the audio presentation for the Unit and view the slides
- Take a self-quiz to see how much you have learned
- Engage in written online discussion with your instructor and other participants

For best learning, you should make one or more comments at 2-3 different times each day.

The content (readings, audio lectures, slides) and self-quizzes are accessible for the entire course, so you can work ahead, or go back and review again, at your convenience.

### **How does the discussion area work?**

The discussion for each unit lasts one week. All comments are made in writing and can be made at any time of the day or night. Your instructor will log into the discussion area at least once a day and answer questions, make comments, and respond to comments by you and the other participants. We encourage you to make 2-3 comments each day to maximize your learning and enjoyment of the course.

**How are the courses graded?**

You must make at least one thoughtful comment every week in the discussion and take every unit self-quiz and score at least 80%. You may retake the self-quiz as often as needed to achieve 80%. These requirements should be done by the last day of the course.

**How do I earn a Certificate of Completion?**

In order to earn a certification of completion, you must: Make at least one thoughtful comment every week in the discussion and take every unit self-quiz and score at least 80% by the last day of the course.

**What if I'm unable to complete the course requirements before the last day?**

If, for any reason, you are not able to complete the requirements during the course, we are pleased to provide you with our Course Transfer Option. You may retake any or all of the same online course at a future offering within the next 12 months, and you can do so at no extra cost. Email [cbi@southcentral.edu](mailto:cbi@southcentral.edu) if you wish to take advantage of this transfer option.