

Online Learning Skills Inventory for VaYU Applicants

MINIMUM COMPUTER LITERACY NEEDED

I have following knowledge of computer and Internet skills (check as applicable):

• Terminology: E.g.: CPU, RAM, Hardware, Software, browser, application, etc.	<input type="checkbox"/>
• Basic computer hardware and software ability to perform computer operations:	
○ Usage of keyboard and mouse	<input type="checkbox"/>
○ Managing files and folders	<input type="checkbox"/>
▪ Open, Name, Rename, Move, Save, Delete, Copy, Backup, Check Properties	<input type="checkbox"/>
▪ Knowledge of copying and pasting, spell-check, saving files in multiple formats.	<input type="checkbox"/>
○ Basic Application Software Installation	<input type="checkbox"/>
○ Security and virus protection	<input type="checkbox"/>
○ Regularly use MS Office applications such as Word, PowerPoint, and Excel	<input type="checkbox"/>
• Use one or more Internet Browsers such as Chrome, Safari, etc.	<input type="checkbox"/>
○ Conduct online research using various search engines and library databases. Visit VAYU library resources online for more information.	<input type="checkbox"/>
○ Regularly use Browser Email Application such as Gmail, or MS Outlook	<input type="checkbox"/>
▪ Create, Send, Receive, Reply, and Print	<input type="checkbox"/>
▪ Saving, Attaching, Sending and Downloading attachments	<input type="checkbox"/>
• Ability to use online communication tools, such as discussion boards (read, search, post, reply, follow threads), email, chats, and messengers.	<input type="checkbox"/>

A. Soft Skills Needed

I recognize that to be successful as a student in the VAYU Online Master in Science (Yoga) program I need to have or develop the following skills:

1. Strong Reading and Writing Communication Skills

Students should have strong reading skills and be able to communicate effectively through writing. Most of the material in the online environment will come from textbooks and written lectures, therefore strong reading and critical thinking skills are very important for success in an online course. Online students communicate through such text-based tools, as emails, discussion forums, chats and instant messaging. The potential student needs to feel comfortable expressing oneself in writing.

2. Be a Self-Driven and Independent Learner

Online courses offer more flexibility in scheduling, but they require more self-discipline and independence than on-campus courses. Some students have difficulty adjusting to it and may not be appropriate for their learning style. They could miss face-to-face interaction with an instructor and fellow students, that may help to keep them on track. In the online environment, the student has to be self-driven, self-disciplined and work on tasks independently, to meet deadlines and follow the class schedule.

3. Have Time Commitment

Online classes take as much time as standard on-campus classes if not slightly more as reported by some students. A student should schedule sufficient study time. The thumb rule is for every 'academic credit' (or "50 minutes of traditional class time,") the student is expected to spend 4-5 times of the time working independently per week. For a 3-credit course, the student is expected to spend 12 hours a week studying independently working on assignments and studying as one would with a traditional course.

4. Commit to Time Management

Online classes are asynchronous and provide flexibility when a student 'has to be in class.' But the student still has to follow the course schedule as provided by the Instructor on a weekly or sometimes on a daily basis. The student is expected to 'show up' online via 'frequent logins' and is expected to participate actively as the online courses are not independent study courses. The courses will change and develop when the student may not be online. The student is expected to login and participate multiple times and days a week to be current with the content flow, complete assignments, follow discussions and communicate with other classmates and the Instructor(s).

Students are expected to develop a pace and avoid a last-minute rush to finish assignments. Students who attempt the assignments in the last-minute experience running out of time causing frustration or being late. Procrastination is the enemy of the online student often preventing one from passing the class as work accumulates and overwhelms the student. The student should plan on setting specific times aside during each week for course work and study time.

5. Be an Active Learner

One strategy the student should pursue and cultivate is that of an active learner. Active learners are self-motivated and do not hesitate to ask questions in case of any doubts. The student should bring any concerns immediately and clearly to the Instructor without expecting other course-mates to do so via communication channels such as: email, discussion forums, messaging, etc. Student could post in the active discussion forum regularly, as often and immediately as this could elicit answers from other course-mates as well as the Instructor. The student should seek help immediately and contact the Instructor right away if schedules or assignment deadlines cannot be met to make arrangements. This way the student can be in control of one's learning rather than the Instructor.

I have read the above statements and understand that these skills are mandatory for me to possess to be enrolled in VaYU Online Programs. I will enroll into VaYU programs voluntarily with full knowledge of the above needed skills.

SIGNATURE: _____

TERM APPLIED: _____

DATE: _____

NAME: _____

GOVERNMENT ISSUED ID NUMBER: _____

(SOCIAL SECURITY NO., PASSPORT NO. ETC.)