

**DISTRIBUTED EDUCATION**  
(Online/Hybrid/Telecourse Sections)

**General Information**

The Office of Distributed Education coordinates the televised and computer-delivered courses available to the students of Crafton Hills College in Yucaipa and San Bernardino Valley College in San Bernardino. Telecourse sections are broadcast by KVCR-TV, channel 24, and generally have five meetings on campus. KVCR is also available on cable and satellite systems, possibly on a different channel as selected by the independent provider. Online and hybrid courses require accessibility to a computer system with an Internet connection, and may have meetings on campus. Fees and academic credits are the same as equivalent traditional classroom courses.

**Office Location**

SBCCD Annex  
441 West Eighth Street  
San Bernardino, CA 92401  
(909) 384-4325

**D. E. Website**

<http://learnonline.sbccd.cc.ca.us/disted>

**Requirements for Online Courses**

- A computer system with Internet connection.
- IBM compatible OS: Windows 95 (minimum).
- Apple Macintosh OS: 7.1 (minimum).
- Some courses require a CD-ROM drive, sound card, and speakers or headphones with microphone.

**Technical Support**

Help Desk, (909) 384-4318  
10 a.m. to 7 p.m. Monday through Thursday

**How to Succeed In a Telecourse or an Online Course**

Successful students claim that determination, planning, and self-motivation are needed to complete a course that lacks the regular meetings of an on-campus structure. Here is a plan of action that might help you.

1. For a telecourse, attend the first on-campus meeting to meet the instructor, understand the course goals and requirements, and receive the course syllabus and assignments. For an online or hybrid course, access the instructor's web site to get a copy of the syllabus and learn what is expected of you as a student.
2. Read the study materials related to assignments as presented by the instructor. Take notes and highlight important information.
3. For a telecourse, watch the programs weekly. If you have a VCR, record the programs to review them or make an appointment at the college Learning

Center to view the programs. For an online or hybrid course, log in to your online server several times a week to keep up with new messages from the instructor and classmates.

4. For a telecourse, complete the assignments in the telecourse study guide and textbook after each program viewing. For online and hybrid courses, be aware of due dates and don't wait until the last hour to send them.
5. Formulate a list of questions during your study time to present to the instructor at the telecourse on-campus meetings or to post to your online class or call the instructor during his or her scheduled office hour.
6. Form a support group with other members of the class to review and discuss the content of the course.

**Are you a Candidate for a Telecourse, Online or Hybrid Class?**

This assessment is provided to help you decide if TV, Online or Hybrid learning is appropriate for you. This exercise is an indicator but not a definitive answer. The assessment covers two parts: Learning Style and Technical Aspects.

**Learning Style**

- Do you stay on task without direct supervision?
- Can you prioritize your own workload and adhere to timelines?
- Do you usually understand and properly interpret written materials especially instructions?
- Could you allocate as much time in your schedule as you would for a "traditional" class but with more flexibility?
- Are you able to attend some class meetings on campus (less than 6 a semester)?
- Would you enjoy the new experience of learning by way of television or a computer?

If you answered "YES" to the Learning Style questions, continue to the next section.

**Technical Aspects for TV**

- Do you have a television receiver available to you that can display broadcast channels?
- Can this television receive KVCR-24, either with an antenna or a cable system?
- Do you have a video recorder as an option to record the programs for viewing according to your schedule?
- If you miss a program, could you go to the campus Learning Center to view the program?
- Would you be willing to lease the programs for a course on VHS tape as an option?

If you answered "YES" to the TV questions, you meet the conditions for telecourse delivery.

**Technical Aspects for ONLINE and HYBRID**

- Do you have a computer system available to you that can access the Internet?
- Could you "go online" on a weekly basis, sometimes twice a week or more?
- Have you opened and sent e-mail messages?
- Have you installed a program after "downloading" it from a remote computer to your computer?
- Do you know how to "copy and paste" text from a word processing document to an email message?

If you answered "YES" to the ONLINE questions, you meet the conditions for online delivery.

**Conditions**

The TV and Online courses require structure, which you will create for yourself. You will need self-discipline to adhere to your self-made schedule. Much of the material covered in a Distributed Education course will require that you learn from reading textbooks, Internet-based articles, and written materials from the instructor. For some of the courses online, lectures are recorded by the instructor, which means you must use either a cassette player or a CD-Rom drive with headphones or speakers.

**Benefits**

The beauty of Distributed Education learning is the flexibility of time available for you, as the student, to

access the virtual classroom or to view TV programs. You can set your class time around your work schedule and family or social activities. You will soon realize the savings normally incurred with driving time and vehicle-related costs. If you take only D.E. courses you won't have to deal with parking constraints on a weekly basis. Plus, there may also be a reduction in childcare costs. You could also benefit by combining D.E. courses with traditional classes. Now it's your choice. Check with an Academic Counselor to determine which classes you need, then see if they are listed in this schedule. Distributed Education may not be for everybody. However, for those who are self-motivated, it could prove to be an invaluable experience.

**Are Online Classes right for me?**

Online classes require discipline and self-motivation. If you have these qualities, online classes might work for you. Please visit this website for some self-assessment tools to determine whether online classes fit your learning style and your lifestyle:

<http://online.valleycollege.edu>  
[http://www.cvc4.org/student\\_prepare/quizaccess.htm](http://www.cvc4.org/student_prepare/quizaccess.htm)

*What are the Minimum Technology requirements?*

Although each class has its own set of technical requirements, generally online classes require a computer with a "modern" operating system (Mac OS X or Windows 2000 or Windows XP), a connection to the internet (usually an Internet Service Provider), a CD-ROM drive, speakers and/or headphones, and the ability to download plug-ins or clients to run on your computer.

Please see the list of classes below and visit the Universal Access Point (the URL listed in the next paragraph) for specific technical requirements for each section. If you have access to this technology, you probably have the minimum requirements to take the classes listed below. But please check each section for the specific technical requirements.

*What to do after I register for an online or hybrid class?*

The Universal Access Point for information for all online and hybrid classes is: <http://online.valleycollege.edu>

Before the semester begins, point your browser to this web page and you will be able to find your online or hybrid class and be linked to all the information you need to begin that class. The information for each online class might be different. So be sure to visit the link for each online and/or hybrid that you have chosen. Do NOT assume that the technical requirements or the processes and procedures for each class are the same.

This Universal Access Point is your gateway for all the information you need to begin your online and/or hybrid classes. In addition, this Universal Access Point will provide you with people to contact if you have further questions about any online and/or hybrid class.

**Are Telecourse Classes right for me?**

This assessment is provided to help you decide if Telecourse (TV) learning is right for you. This exercise is an indicator but not a definitive answer.

If you answered "YES" to the Learning Style and Telecourse Technical Aspects questions, you meet the criteria. Telecourses are right for you!

The Universal Access Point for information for all telecourse classes is:

<http://telecourse.valleycollege.edu>

Telecourse offerings for Spring, 2007 are:

ASTRON 120	HEALTH 101
BUSAD 103	HIST 100
BUSAD 105	HIST 101
CD 105	SOC 100

## ONLINE & TV COURSE SECTION INFORMATION – SPRING 2007

<u>REF/SEC</u>	<u>COURSE</u>	<u>REF/SEC</u>	<u>COURSE</u>	<u>REF/SEC</u>	<u>COURSE</u>
3018/70	ACAD 100	4198/70	ENGL 161	5902/70	SOC 100
3020/71	ACAD 100	4204/70	ENGL 175	5904/71	SOC 100
3060/70	ACCT 010	4320/07	HEALTH 101	5906/72	SOC 100
3064/70	ACCT 030	4314/08	HEALTH 101	5908/73	SOC 100
3066/70	ACCT 047	4344/70	HIST 100	5910/74	SOC 100
3068/70	ACCT 090	4346/71	HIST 100	5900/12	SOC 100
3074/70	ACCT 200	4350/11	HIST 100	5916/70	SOC 100H
3082/70	ACCT 201	4368/70	HIST 101	5918/70	SOC 110
3102/70	ADJUS 101	4370/71	HIST 101	5920/71	SOC 110
3108/70	ADJUS 102	4372/72	HIST 101	5922/70	SOC 130
3158/70	ANTHRO 100	4378/04	HIST 101	5924/70	SOC 141
3164/70	ANTHRO 102	4394/70	HIST 170	5926/70	SOC 145
3166/71	ANTHRO 102	4396/71	HIST 170	5928/70	SOC 150
3172/70	ANTHRO 106	4408/70	HIST 171	5956/23	SPEECH 100
3176/70	ANTHRO 106H	4410/71	HIST 171	6006/70	SPEECH 135
3178/70	ANTHRO 109	4538/70	LIB 069	6012/70	SPEECH 174
3184/70	ANTHRO 110	4540/70	LIB 110	6014/70	SPEECH 176
3186/71	ANTHRO 110	4764/70	MATH 090		
3208/70	ARCH 146	4766/71	MATH 090		
3232/70	ART 110	4768/72	MATH 090		
5390/03	ASTRON 120	4814/70	MATH 095		
3392/01	BIOL 123	4816/71	MATH 095		
3466/70	BIOL 260	4818/72	MATH 095		
3470/71	BIOL 260	4852/70	MATH 102		
3512/02	BUSAD 103	5156/50	PHIL 101		
3514/01	BUSAD 105	5152/70	PHIL 101		
3628/70	CD 100	5154/71	PHIL 101		
3660/10	CD 105	5158/70	PHIL 102		
3594/09	CHEM 101	5164/70	PHIL 103		
3752/70	CIT 021	5170/70	PHIL 105		
3754/71	CIT 021	5606/70	POLIT 100		
3760/70	CIT 080	5622/71	POLIT 100		
3762/70	CIT 081	5624/72	POLIT 100		
3764/70	CIT 091	5618/73	POLIT 100		
3766/70	CIT 092	5706/50	PSYCH 100		
3768/70	CIT 093	5708/51	PSYCH 100		
3770/70	CIT 094	5686/70	PSYCH 100		
3792/70	CIT 101	5688/71	PSYCH 100		
3798/71	CIT 101	5690/72	PSYCH 100		
3802/72	CIT 101	5712/70	PSYCH 100H		
3804/70	CIT 102	5808/70	READ 015		
3810/70	CIT 114	5176/70	RELIG 100		
3812/71	CIT 114	5178/70	RELIG 100H		
3814/70	CIT 116	5180/50	RELIG 101		
3816/71	CIT 116	5182/70	RELIG 101		
3818/70	CIT 118	5184/71	RELIG 101		
3822/70	CIT 122	5188/70	RELIG 110		
3824/70	CIT 126	5190/71	RELIG 110		
3826/70	CIT 150	5192/70	RELIG 135		
3836/70	CIT 232	5194/70	RELIG 175		
3902/70	ECON 200	5198/70	RELIG 176		
3904/71	ECON 200	5736/70	RTVF 106		
3914/70	ECON 201	5740/70	RTVF 121		
4096/70	ENGL 061	5748/70	RTVF 131		
4150/70	ENGL 101	5746/71	RTVF 131		
4152/71	ENGL 101	5774/70	RTVF 240		
4148/72	ENGL 101	5776/70	RTVF 241		
4180/70	ENGL 102	5778/70	RTVF 242		



Don't forget to visit <http://online.valleycollege.edu> to view specific information for all online courses to be offered during the Spring, 2007 semester.

ONLINE