

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://dets.sbccd.org>

Requirements for Online Courses

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.

Technical Support

Help Desk, (877) 241-1756
24 hours/day, 7 days a week

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.

Fall Online and Hybrid Courses

| | | | |
|----------------|--------------|----------------|----------------|
| ACAD 100 | CHEM 101 (H) | HEALTH 101 (H) | READ 015 |
| ACCT 047 (H) | CIT 021 | HIST 100 | REALST 100 (H) |
| ACCT 200 | CIT 025 (H) | HIST 101 | RELIG 100 (H) |
| ACCT 201 | CIT 092 (H) | HIST 170 | RELIG 101 |
| ADJUS 101 | CIT 093 (H) | HIST 171 | RELIG 110 |
| ADJUS 102 | CIT 100 (H) | HIST 175 | RELIG 135 |
| ADJUS 103 | CIT 101 | LIB 064 | RELIG 150 (H) |
| ADJUS 104 | CIT 101 (H) | LIB 065 (H) | RELIG 175 |
| ANTHRO 102 | CIT 114 | LIB 068 (H) | RELIG 180 |
| ANTHRO 106 | CIT 116 | MATH 090 | RTVF 100 |
| ANTHRO 106 (H) | CIT 118 | MATH 095 | RTVF 121 |
| ANTHRO 109 | CIT 122 (H) | MATH 102 | RTVF 131 |
| ANTHRO 110 | CIT 150 | PHIL 101 | RTVF 240 |
| ARCH 145 | CIT 215 (H) | PHIL 101H | RTVF 241 |
| ARCH 145 (H) | CS 120 (H) | PHIL 102 | RTVF 242 |
| ARCH 146 | ECON 200 | PHIL 103 | SOC 100 |
| ARCH 146 (H) | ECON 200 (H) | PHIL 105 | SOC 100H |
| ART 110 (H) | ECON 201 | PHIL 180 | SOC 110 |
| ART 111 | ECON 201 (H) | POLIT 100 (H) | SOC 130 |
| BIOL 260 (H) | ENGL 101 | POLIT 204 (H) | SOC 141 |
| BUSAD 039 (H) | ENGL 102 | PSYCH 100 | SOC 145 |
| BUSAD 108 (H) | ENGL 175 | PSYCH 100H | SPEECH 100 (H) |
| | | | SPEECH 135 |
| | | | SPEECH 174 |
| | | | SPEECH 176 |

(H) DENOTES HYBRID

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://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.



REMEMBER to look for this symbol next to the course listings throughout this schedule of classes to locate all online and hybrid sections!