

# DISTRIBUTED EDUCATION

(Online & Hybrid Sections)

## General Information

The Office of Distributed Education coordinates all courses which are computer based in their delivery (to include Hybrid courses) and are available to the students of Crafton Hills College in Yucaipa and San Bernardino Valley College in San Bernardino. 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

## Distributed Education 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.

## Technical Support

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

## How to Succeed in a fully Online Course or Hybrid 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 an online or hybrid course, access the instructor's website to get a copy of the syllabus and learn what is expected of you as a student.  
For a hybrid course, attend the first on-campus meeting to meet the instructor, understand the course goals and requirements, and receive the course syllabus and assignments.
2. Read the study materials related to assignments as presented by the instructor. Take notes and highlight important information.
3. Log in to your online server several times a week to keep up with new messages from the instructor and classmates.
4. Be aware of due dates and do not wait until the last hour to send them.
5. For a hybrid course, formulate a list of questions during your study time to present to the instructor at the on-campus meetings or to post to your online class or call the instructor during his or her scheduled office hours.
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 an Online or Hybrid Class?

This assessment is provided to help you decide if 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 a computer?

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

### Technical Aspects for ONLINE and HYBRID

- Do you have a computer system available to you that can access the Internet?
- Could you "go online" multiple times a week?
- 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

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.

### 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.

## DEPARTMENTS OFFERING ONLINE and/or HYBRID COURSES

Accounting	History
Administration of Justice	Human Services
Anthropology	Library
Architecture	Mathematics
Art	Philosophy
Astronomy	Political Science
Biology	Psychology
Business Administration	Radio/TV/Film
Chemistry	Reading
Child Development	Real Estate
Computer Information Technology	Religion
Computer Science	Sociology
Economics	Spanish
English	Speech
Geographic Information Systems	Water Supply Technology



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



## 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](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.