

Student Handbook for Online Courses

2010 Fall Semester



El Camino College Compton Educational Center

Distance Education

Located in G-38; email: distanceEd-cec@elcamino.edu, 310.900.1600, ext. 2137

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Welcome to Distance Education

We offer Distance Education online and hybrid (part in class and part online) courses. **The Student Handbook for Online Courses** is designed to acquaint you with our online program, and provide you with the information you will need to be successful in your course. You will find additional information about the college in the current El Camino College Compton Educational Center Schedule of Classes which is available at the Admissions Office and on the ECC-CC Web site at www.compton.edu

We offer a wide variety of courses in many different subject areas. Our current online course offerings are listed in the table that follows. There are more courses that have been approved for Distance Education delivery, but we don't offer all of them each semester. You may visit our [website](#) to see a complete list of our courses and a schedule of the courses we plan to offer in the future.

Distance Education students are entitled to all of the support services available to traditional students. Many of these services are provided to students online. For more information, please visit the Distance Education website or contact our office. **The Distance Education office is located in G-38 or call 310.900.1600, extension 2137. Assistance is also provided in the Learning Center located in G-39 or call 310.900.1600, extension 2540.**

Fall 2010 Semester Course Schedule

Distance Education courses are located under Distance Education or under the course name.

Please read and/or go to distance education website <http://www.compton.edu/academics/distance-ed/index.aspx> for course and instructor's contact information.

Some online courses may or may not have first class meetings on campus. It is important that you make contact with your instructor within the first three days of a 16 week semester or within the first two days an eight week course. If you fail to contact the instructor, you may be dropped.

For additional assistance, contact the Distance Education Office at 310.900.1600, ext 2137 or email distanceEd-cec@elcamino.edu

ARE YOU PREPARED FOR AN ONLINE COURSE?

El Camino College Compton Center offers the following to assist you in successfully completing an online course.

1. Check your own readiness for talking an online course--*Online Assessment*.
2. You need to know how to send and receive email *with and without attachments*.
3. Learn how to be successful in an online course--*AS 60, Strategies for Success in Distance Education*.
4. Learn the basics of word processing and spreadsheets-- *CIS 13, Introduction to Computer Information Systems*.

ONLINE ORIENTATIONS and CLASS MEETINGS

Administration of Justice

16-Week, Online	
Course Name/Section Number	REQUIRED On-Campus Orientation
Administration of Justice 100, Intro to Administration of Justice – Section #9457 Instructor: Staff	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.

Anthropology

8-Week, Online	
Course Name/Section Number	REQUIRED On-Campus Orientation
Anthropology 1, Intro. to Physical Anthropology – Section # 9479 Instructor: Dr. A. Wetsman, email: awetsman@elcamino.edu	8-WEEK COURSE, 8/28/10-10/22/10 No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
Anthropology 2, Intro. to Cultural Anthropology – Section # 9480 Instructor: J. Pfeiffer, email: jpfeiffer@elcamino.edu	8-WEEK COURSE, 10/23/10-12/17/10 No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.

Art

16-Week, Online	
Course Name/Section Number	REQUIRED On-Campus Orientation
Art 1, Art/Visual Culture in Modern Life - Section # 9458 Instructor: R. Roske, email: rroske@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
Art 1, Art/Visual Culture in Modern Life - Section # 9464 Instructor: R. Roske, email: rroske@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.

Academic Strategies

6-Week, Online	
Course Name/Section Number	REQUIRED On-Campus Orientation
Academic Strategies 60, Strategies for Success in Distance Education – Section # 9418. Instructor: J. Stern, email: js Stern@elcamino.edu	6-WEEK COURSE, 9/27/10 - 11/5/10 No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
Academic Strategies 60, Strategies for Success in Distance Education – Section # 9456. Instructor: J. Stern, email: js Stern@elcamino.edu	6-WEEK COURSE, 11/6/10-12/17/10 No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.

Business

8-Week, Hybrid	
Course Name/Section Number	REQUIRED- First Class Meeting
Business 20, Business Management – Section 9465 Instructor: D. Ross, email: dross@elcamino.edu	8-WEEK COURSE, 8/28/10-10/22/10 This class meets every Tuesday beginning Tuesday, August 31, 2010 from 5:30-6:30pm at Ralphs/Food 4 Less at 1100 W. Artesia Blvd., Compton, CA. Online coursework to be announced in class.

8-Week, <i>Hybrid</i>	
Course Name/Section Number	REQUIRED-First Class Meeting
Business 21, Personal Management – Section 9466 Instructor: D. Ross, email: dross@elcamino.edu	8-WEEK COURSE, 10/26/10-12/14/10 This class meets every Tuesday beginning Tuesday, October 26, 2010 from 5:30-6:30pm at Ralphs/Food 4 Less at 1100 W. Artesia Blvd., Compton, CA. Online coursework to be announced in class.

Child Development

16-Week, <i>Hybrid</i>	
Course Name/Section Number	REQUIRED On-Campus Orientation
Child Development 104, The Home, School, Community Section # 9208. Instructor: P. West, email: pawest@elcamino.edu	This class meets every Tuesday beginning Tuesday, August 31, 2010 from 6:30-7:40pm in room D32. Online coursework to be announced in class.
Child Development 152, Disabilities, of Developing Child - Section # 9460. Instructor: P. West, email: pawest@elcamino.edu	This class meets every Thursday beginning Thursday, September 2, 2010 from 6:00-7:05pm in room D32. Online coursework to be announced in class.

16-Week, <i>Online</i>	
Course Name/Section Number	REQUIRED- First Class Meeting
Child Development 150, Survey Children with Special Needs – Section 9204 Instructor: S. Romagnolo, email: sromagnolo@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.

Contemporary Health

16-Week, <i>Online</i>	
Course Name/Section Number	REQUIRED On-Campus Orientation
CH 1, Contemporary Health 1 – Section # 9471 Instructor: L. Mendoza, ext. 2943, email: lmendoza@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
CH 1, Contemporary Health 1 – Section # 9474 Instructor: F. Williams, email: fwilliams@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.

Computer Information System

16-Week, <i>Online</i>	
Course Name/Section Number	REQUIRED On-Campus Orientation
CIS 13, Introduction to Computers – Section # 9349 Instructor: M Khalilzadeh, ext. 2271, email: mkhalilzadeh@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
CIS 13, Introduction to Computers – Section # 9356 Instructor: M. Sahebame, ext. 2267, email: msahebame@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
CIS 13, Introduction to Computers – Section # 9359 Instructor: M. Sahebame, ext. 2267, email: msahebame@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
CIS 13, Introduction to Computers – Section # 9358 Instructor: A. Yahye, ext. 2457, email: ayahye@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.

CIS 19, Introduction Internet/Web Publishing – Section # 9364 Instructor: M Khalilzadeh, ext. 2271, email: mkhalilzadeh@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
CIS 30, Introduction to Commerce – Section 9367 Instructor: M Khalilzadeh, ext. 2271, email: mkhalilzadeh@elcamino.edu :	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
CIS 133, Web Programming Concepts – Section # 9343 Instructor: A. Yahye, ext. 2457, email: ayahye@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.

Economics

16-Week, Online	
Course Name/Section Number	REQUIRED On-Campus Orientation
ECON 1, Principles of Economics, Macroeconomics – Section # 9467 Instructor: M. Keskinel, email: mkeskinel@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.

English

16-Week, Online	
Course Name/Section Number	REQUIRED On-Campus Orientation
English 1A, Reading and Composition – Section # 9459 Instructor: K. Jones, email: kjones@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
English 1A, Reading and Composition – Section # 9498 Instructor: R. Roach, email, roach@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
English 1C, Adv. Critical Thinking and Composition – Section # 9461 Instructor: S. Davis, email: sphdavis@yahoo.com	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
8-Week, Online	
Course Name/Section Number	REQUIRED On-Campus Orientation
English 1A, Reading and Composition – Section # 9463 Instructor: S. Herdzina, email: sherdzina@elcamino.edu	8-WEEK COURSE, 8/28/10-10/22/10 No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
English 1B, Literature and Composition – Section # 9462 Instructor: S. Davis, email: sphdavis@yahoo.com	8-WEEK COURSE, 10/23/10-12/17/10 No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
16-Week, Hybrid	
Course Name/Section Number	REQUIRED On-Campus Orientation
English 1A, Reading and Composition – Section # 9654 Instructor: Staff	The course meets every Tuesday beginning Tuesday, August 31, 2010 from 10:15am–12noon in room E-39. Online coursework to be announced in class.

History

8-Week, Online	
Course Name/Section Number	REQUIRED On-Campus Orientation
History 101, United States History to 1877 - Section # 9486 Instructor: S. Panski, ext. 2560, email: spanski@elcamino.edu	8-WEEK COURSE, 8/28/10-10/22/10 No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.

History 102, United States History, 1877 to the Present - Section # 9478 Instructor: S. Panski, ext. 2560, email: spanski@elcamino.edu	8-WEEK COURSE, 10/23/10-12/17/10 No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
16-Week, Online	
Course Name/Section Number	REQUIRED On-Campus Orientation
History 140, History of Early Civilization – Section # 9491 Instructor: W. Vanbenschoten, email: wvanbenschoten@elcamino.edu or billvan61@hotmail.com	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
History 101, United States History to 1877 - Section # 9453 Instructor: W. Vanbenschoten, email: wvanbenschoten@elcamino.edu or billvan61@hotmail.com	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
History 101, United States History to 1877 - Section # 9484 Instructor: R. Murray, historyrmurray@aol.com	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
History 102, United States History, 1877 to the Present - Section # 9488 Instructor: R. Murray, historyrmurray@aol.com	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
16-Week, Hybrid	
Course Name/Section Number	REQUIRED On-Campus Orientation
History 101, United States History to 1877 - Section # 9232 Instructor: S. Panski, ext. 2560, email: spanski@elcamino.edu	The class meets every Monday beginning Monday, August 30 th from 8:00am -9:15am in room E-32. Online coursework to be announced in class.

Humanities

16-Week, Online	
Course Name/Section Number	REQUIRED On-Campus Orientation
Humanities 1, Introduction to the Humanities – Section # 9495 Instructor: R. Page, ext. 2784, email: deevyaah@aol.com ; rpage@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
Humanities 1, Introduction to the Humanities – Section # 9468 Instructor: L. Noonan, email: lnoonan@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
Humanities 1, Introduction to the Humanities – Section # 9469 Instructor: L. Noonan, email: lnoonan@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.

Math

16-Week, Hybrid	
Course Name/Section Number	REQUIRED On-Campus Orientation
Math 40, Elementary Algebra – Section # 9946 Instructor: M. Tavakkoli, email: mtavakkoli@elcamino.edu	This class meets every Monday and Wednesday beginning Monday, August 30, 2010 from 6:15-7:10pm in room MS 202. Online coursework to be announced in class.
Math 73, Intermediate Algebra - Section # 9958 Instructor: J. Villalobos, ext. 2424, email: jvillalobos@elcamino.edu	This class meets every Saturday beginning Saturday, August 28, 2010 from 12:30- 2:50pm in room MS 210. Online coursework to be announced in class.

Math 73, Intermediate Algebra - Section # 9959 Instructor: M. Tavakkoli, email: mtavakkoli@elcamino.edu	This class meets every Monday and Wednesday beginning Monday, August 30, 2010 from 3:45-4:55pm in room MS 202. Online coursework to be announced in class.
Math 150, Elementary Statistics w/Probability – Section # 9972 Instructor: J. Villalobos, ext. 2424, email: jvillalobos@elcamino.edu	This class meets every Saturday beginning Saturday, August 28, 2010 from 9:30am – 11:20am in room MS 210. Online coursework to be announced in class.
Math 80, Intermediate Algebra for Science/Engineering/Mathematics – Section 9969, Instructor: M. Tavakkoli, email: mtavakkoli@elcamino.edu	This class meets every Monday and Wednesday beginning Monday, August 30, 2010 from 5:00-6:10pm in room MS 202. Online coursework to be announced in class.

Music

16-Week, Online	
Course Name/Section Number	REQUIRED On-Campus Orientation
Music 11, Music Appreciation Survey – Section # 9476 Instructor: M. Uch, email: much@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
16-Week, Hybrid	
Course Name/Section Number	REQUIRED On-Campus Orientation
Music 11, Music Appreciation Survey – Section # 9473 Instructor: M. Uch, email: much@elcamino.edu	This class meets every Thursday beginning Thursday, September 2, 2010 from 6:00–6:50pm in room Y-99. Online coursework to be announced in class.

Philosophy

16-Week, Online	
Course Name/Section Number	REQUIRED On-Campus Orientation
Philosophy 8, Introduction to Logic – Section # 9470 Instructor: J. Georges, email: joe.georges@gmail.com	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
Philosophy 3, Ethics and Society – Section # 9475 Instructor: S. Bennet, email: sbennet@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.

Political Science

16-Week, Hybrid	
Course Name/Section Number	REQUIRED On-Campus Orientation
Political Science 1, Governments of the U.S and CA – Section # 9481 Instructor: P. Flor, ext. 2589, email: pflor@elcamino.edu	This class meets every Monday beginning Monday, August 30, 2010 from 9:30-10:45am in room E-10. Online coursework to be announced in class.
16-Week, Online	
Course Name/Section Number	REQUIRED On-Campus Orientation
Political Science 1, Governments of the U.S and CA – Section # 9454 Instructor: E. Craigg, email: ecraigg@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
Political Science 1, Governments of the U.S and CA – Section # 9482 Instructor: P. Flor, ext. 2589, email: pflor@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.

Political Science 2, Intro. to Comparative Politics– Section # 9483 Instructor: P. Flor, ext. 2589, email: pflor@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
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Psychology

8-Week, Online	
Course Name/Section Number	REQUIRED On-Campus Orientation
Psychology 5, General Psychology – Section # 9496 Instructor: Dr. A. Hoffman, email: ahoffman@elcamino.edu or anhoff@aol.com	8-WEEK COURSE, 8/28/10-10/22/10 No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
Psychology 16, Lifespan Development – Section # 9489 Instructor: Dr. A. Hoffman, email: ahoffman@elcamino.edu or anhoff@aol.com	8-WEEK COURSE, 10/23/10-12/17/10 No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
16-Week, Online	
Course Name/Section Number	REQUIRED On-Campus Orientation
Psychology 5, General Psychology – Section # 9492 Instructor: D. McPatchell, email: dmcpatchell@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
Psychology 16, Lifespan Development – Section # 9490 Instructor: D. McPatchell, email: dmcpatchell@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
16-Week, Hybrid	
Course Name/Section Number	REQUIRED On-Campus Orientation
Psychology 5, General Psychology – Section # 9290 Instructor: Dr. E. French-Preston, epreston@elcamino.edu	This class meets every Friday beginning Friday, September 3, 2010 from 6:00-7:20pm in room VT 209. Online coursework to be announced in class.

Sociology

16-Week, Online	
Course Name/Section Number	REQUIRED On-Campus Orientation
Sociology 101, Introduction to Sociology – Section # 9494 Instructor: V. Haynes, email: vhaynes@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
Sociology 102, The Family – Section # 9477 Instructor: P. Aguilera, email: paguilera@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
Sociology 104, Social Problems – Section # 9497 Instructor: V. Haynes, email: vhaynes@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.
Sociology 104, Social Problems – Section # 9455 Instructor: M. Morales, email: mmorales@elcamino.edu	No orientation is scheduled for this course. Please contact your instructor via email for course information before the start of the semester or you may be dropped from the course.

Tips for Success in Your Online Course

Communicate

It is very important that you communicate with your instructor and with your classmates. Log on to your course site regularly, read the postings, and contribute your own ideas and opinions.

Don't Fall Behind

Since you do not see your instructor as often as you would in a traditional on-campus class, it can be very tempting to procrastinate. Don't fall prey to this! Log on regularly and complete your readings and assignments in a timely manner.

Speak up if you are having problems

If you are having technical difficulties or problems understanding something in the course, you need to let your instructor know. And, if you feel comfortable doing so, post your question/concern for others to see. That way, if your classmates are having the same trouble they will benefit too.

Be Courteous

Be polite to your classmates and respectful of their opinions. Keep in mind that meanings can be misinterpreted in an online environment, so word your postings carefully.

Frequently Asked Questions

What is Distance Education? Can anyone take these classes?

Distance Education courses are designed for the student who desires flexibility and convenience in their studies. Our courses are fully accredited and are considered equivalent to on-campus courses. Anyone who is eligible to take regular courses on campus may enroll in Distance Education courses. Consult the ECC-CC Schedule of Classes for registration information.

How do these courses work? How will I interact with my instructor?

Students in online courses communicate with their instructor and classmates electronically via a course Web site. The instructor posts such things as lectures, assignments, announcements, and other information to the site. The class may respond with questions, comments, etc. Some of our instructors are using a course management program such as Web CT and others to communicate with their students.

How do I register for an online course?

If you are a **new student**, you will need to complete an application online. Go to www.compton.edu and click on APPLY located at the upper left hand corner of the webpage. Within 48 hours, you will receive further information and you will need to log on to MYECC to register. MYECC is a program used by El Camino College. This enables you to register, add, drop, and request transcripts, etc. Remember: If a course has a pre-requisite, you will need clearance from a counselor.

Continuing students may register by logging on to MYECC (online), phone or in person. Remember: If a course has a pre-requisite, you will need clearance from a counselor.

How do I add an online course?

Adding a course requires permission from the instructor and two codes. For the online courses, you must contact the instructor via email. The instructor will send the add codes to you, if approved, via email. You will need to go online (MYECC) and complete the registration.

How do I drop an online course?

It is your responsibility to withdraw from the course. You may go online (MYECC) or come in person. Remember to check the withdrawal dates; these are located in the schedule.

Will I be required to attend class meetings on campus?

This is determined by the course instructor. Many instructors have on-campus meetings, but some do not. As mentioned earlier, many instructors hold a first class meeting at the start of the semester (details are in the ECC-CC Schedule of Classes). If you are taking a course that has a scheduled first class meeting, your instructor will give you a course syllabus at that time. Instructors teaching entirely online will provide you with a syllabus online. The syllabus will include the course requirements and information about any on-campus sessions you will be expected to attend.

If my instructor holds a first class meeting, and plans to hold additional on-campus meetings later in the semester, will they be on the same day and at the same time as the first class meeting?

Usually, yes. We encourage our instructors to schedule all class meetings on the same day and at the same time as the first meeting. Check with your course instructor for that information.

The first class meeting conflicts with another course I want to take. What should I do?

Contact your instructors via email and make arrangements.

How are examinations administered?

Again, this is determined by the course instructor. Some instructors administer exams at on-campus meetings, while others administer them online. Your instructor will provide you with details.

What software and hardware do I need?

- You must have at a minimum:
- Regular access to the Internet
- A Computer – either a PC with Windows and a Pentium processor or a Macintosh with at least System 9.0
- A recent version of a Web browser such as Netscape Navigator or Microsoft Explorer
- An Internet Service Provider (56K minimum is required. DSL or cable modem is strongly advised.)
- An E-mail Address (preferably the college email address that was issued to you)
- Current Word Processing Software as required by the instructor

Some courses may have additional requirements. Your instructor will give you more information.

I don't have a computer at home. Can I still take an online course?

Yes, as long as you're sure you'll have regular access to a computer that's connected to the Internet. Some of our students use computers they have at work. There are also computer labs on campus with Internet access. (Like the Computer Lab in VT 226A.)

What kind of computer skills should I have?

In order to succeed in this type of course, you must be computer literate and have experience in computer communication. That is, you should have good word processing skills, and be familiar with sending and receiving e-mail. You should also feel comfortable navigating the World Wide Web. It is very important that you have these skills before enrolling in an online course, because it will take some time for you to become accustomed to the way an online course works. Before you know it, you will need to concentrate on the course material, and you won't have much time to deal with technical matters. Check the "Skills You'll Need" section later in this Handbook. It will help you determine whether or not you're ready for an online course.

I think I have the technical skills I need, but I've never taken a course like this. How do I know if this is right for me?

In order to succeed in a Distance Education course, you must be self-motivated and be able to work well independently with minimum supervision. You do not meet regularly with your instructor in the classroom, so you must be able to manage your time effectively and stay on track with your coursework. It's also important that you have strong reading and writing skills. (See the "Tips for Success" section later in this Handbook.)

Distance Education courses are every bit as challenging as on-campus courses. In fact, surveys we've conducted reveal that some students find Distance Education courses more difficult.

Will I have to be online at a particular time?

Some instructors require students to be online at a particular time to take quizzes or exams, or to participate in chat sessions. You may contact your instructor for details.

What do I do if I need help?

It's very important that you get in touch with your instructor as soon as possible if you're having trouble. You may contact them by phone or by e-mail. Our full-time instructors hold weekly office hours, so you can visit them in person, if you wish. A Faculty Directory is available at our office and on our Web site, <http://www.compton.edu/Academics/distance-ed/index.aspx>.

What do I do if I can't access my course online?

If for some reason you cannot access your course, e-mail or call your instructor or the Distance Education Office. We will get in touch with our Information Technology Services department and find out what the problem is. In the future we hope to have a "Technical Help Number" students can call, but until that time, we will contact ITS on your behalf.

Will I have to buy books for the course?

Yes. Your instructor will give you information about the text materials you'll need for your course. They are available in the El Camino College Compton Educational Center Bookstore.

Do Distance Education courses transfer to other schools?

We advise you to check with a counselor at the school you plan to transfer to so you are sure the course will be accepted. Many schools accept our courses, but some do not. (By the way, your transcript will not specify that the course you took was delivered in a distance education format.)

What if I find I can't continue in my course? Can I withdraw from it?

Yes, but in order to receive a "W" (Withdrawal), you must apply before the deadline. Consult the current ECC-CC Schedule of Classes. Please note that dropping a course is your responsibility – your instructor is not responsible for dropping you from your course!

I have more questions! Who can I talk to?

Contact the Distance Education Office. We are here to help you!

Skills You'll Need

Here's a list of computer and Internet skills you should have before you enroll in an online course.

Computer Skills

You should be able to:

- Cut/copy and paste within and between documents
- Use spell check
- Set page numbers and set headers/footers in a document
- Attach a document to a message
- Paste text from your word processor into an e-mail message
- Print documents
- Run two or more programs at once and move between them
- Open and close document and directory windows
- Find files that you create on your hard drive

Internet Skills

- You should be able to:
- Send and receive e-mail
- Open an attachment to a message
- Find a Web page using its address or URL
- Follow links from one Web page to another
- Use the forward and backward buttons on the browser
- Print a Web page
- Bookmark pages to access them later
- Use a search engine on the Internet (e.g., Yahoo!, AltaVista, etc.)
- Download documents or software from the Internet

If you feel you need to improve your skills, consider taking a course in computer and Internet skills before you enroll in an online course.

Computers on Campus

If you're on campus and need to use a computer with Internet access, head to the Computer Lab.

Text Materials on Reserve

We make every effort to place required text materials for online courses on reserve in the Library for your use. You must have an ECC Photo ID to use them (see the Library Desk if you haven't previously used your Photo ID to borrow library materials). These materials may only be used in the library – they cannot be checked out.

Accessibility

El Camino College Compton Educational Center is committed to providing all students equal access to our program. In accordance with the American Disabilities Act, distance education courses, materials, and resources must be accessible to students with disabilities. Please contact our office for information about alternative formats that are available.

Etudes Login Information

REMEMBER: WRITE DOWN YOUR USER ID AND PASSWORD. AND STORE IT IN A SAFE PLACE FOR FUTURE REFERENCE.

WELCOME TO YOUR ONLINE ETUDES CLASS!

<http://etudes-ng.fhda.edu/portal>

ETUDES stands for Easy To Use Distance Education Software. Once you have officially enrolled in an **ETUDES** class, please follow the steps below to log in and access your class:

STEP 1: When you log in for the first time, you will be required to enter two pieces of **information:** your **User ID** and your **Password** (see Steps 2 and 3 below)

STEP 2: Your **User ID** is: your first name (underscore) last name [all lower case]

*Some ECC student id numbers have been adjusted to accommodate multiple persons with the same name.

If step 2 does not work please visit this site to verify your id:

<https://secure.elcamino.edu/portal/logininfo/main.aspx?item=forgot>

EXAMPLE: Albert Einstein is enrolled in an online **ETUDES** classes and has the following

User ID: albert_einstein [all lower case]

STEP 3: Your default **Password** is the month and date of birth included in your ECC record.

EXAMPLE: Albert Einstein's birth date is March 25. His **Password** is: **0325**

STEP 4: *Print out this page so that you can refer to these instructions when you log in for the first time.*

STEP 5: **Now you are ready to login!**

Starting on the first day of the semester (and after waiting 24 hours after you registered for the class), log in to your class by going to the Etudes portal. (<http://etudes-ng.fhda.edu/portal>)

REMEMBER: TO BOOKMARK THIS SITE TO ACCESS THE ONLINE CLASS QUICKLY!!

REMEMBER: WRITE DOWN YOUR USER ID AND PASSWORD. AND STORE IT IN A SAFE PLACE FOR FUTURE REFERENCE.

ETUDES-NG Login Tips

Reasons why you may not be able to log on:

Classes have not started yet. If the term has not started, this explains why you can't log on or access your class site. Typically, registration data is loaded on the first day of class.

You are not a new user of the system, yet you are attempting to log on with the default password. If you are not a new user in the system, please use the user id and password that you had established. Your account is not changed from term to term.

You have requested to add a class, but you are not officially enrolled in the Registrar's Office. You will be able to log into the ETUDES-NG system the morning after you are officially enrolled in Admissions and entered into the Datatel system.

You are entering invalid login information.

You are attempting to log on from an unsupported browser, such as AOL or MSN (see system requirements for information).

You forgot your password or have the CAPS lock key on. You may request to have your password reset.

If your class is over and your instructor has disabled the site, you can no longer see a tab for the course.

If you have been dropped from the course, you'll no longer have a tab to the class.

ETUDES-NG Technical Requirements

Computer and Internet Connectivity (PC and Mac)

General System Requirements:

Screen resolution set to 1024 X 768

PC's should be running Win 2000 or XP

Macs should have OS X

System should have at least 512 Ram

56K minimum is required. DSL or cable modem strongly advised.

You must have regular, reliable Internet access for satisfactory performance. Many courses require high-speed connections for interactive multimedia such as PowerPoint, Digital Video, etc. These requirements should also be stated in the course syllabus. If your connectivity is slower than a 56K modem, you might experience frustration with slow response.

Browsers for the PC

The recommended Web Browsers for PC Users are either Internet Explorer (IE) 7.0 or Firefox 1.0.6. Other Web Browsers are not supported and will not function properly. Both browsers are available as free downloads:

Get Mozilla Firefox at: <http://www.mozilla.org/products/firefox/>

Get IE7.0 SP2 at: <http://www.microsoft.com/windows/downloads/ie/getitnow.mspx>

Browsers for the Mac

The recommended Web Browser to use with ETUDES-NG for Mac users is Mozilla Firefox 1.0.6. Firefox requires OSX.3 or higher. Firefox is available as a free download.

Internet Explorer and Safari are not supported browsers for the Mac. Safari works, but you won't be able to use the editor in some of the tools.

Browser Instructions for AOL and CompuServe (PC and Mac)

AOL and CompuServe (AOL/CS) software includes an integrated browser-like feature that does not provide full access to the Internet. Students MUST minimize the AOL/CS Browser once their Internet connection is established and open one of the supported browsers. Do NOT attempt to use the AOL/CS versions of Netscape or Internet Explorer.

You must download a separate, complete, independent version of Internet Explorer. This will alleviate frustration associated with many known problems caused by the AOL/CS quasi-browser and its inherent inability to access to a significant percent of the World Wide Web.

IMPORTANT note for AOL users!

You cannot use the version of Internet Explorer that is provided with your AOL account...Instead, you must download and install a "real version" of Internet Explorer or Firefox. AOL will still be your "Internet Service Provider" or ISP.

There are three ways to use an External Browser while signed on to AOL.

Method One

1. Sign on to AOL as your connection.
2. Minimize the AOL screen.
3. Launch Internet Explorer or your favorite other non-AOL browser from your computer's desktop.

Method Two

1. Sign on to AOL as your connection.
2. Launch Internet Explorer via Start > Programs > Internet Explorer (or other browser's name).

Method Three

1. Sign on to AOL as your connection.
2. Launch Internet Explorer (or your favorite other non-AOL browser) from the toolbar next to your Start button (usually at the bottom left of your screen).

Your Computer's Cache

You must configure your browser's cache correctly for ETUDES-NG to work properly. 99% of problems are due to incorrect browser cache settings. For instructions as to how to do this on your computer, see the Distance Education Website.

Other Important Settings

The way you have configured Cookies, JavaScript, and any Pop-Up Blocking Software on your computer may affect the performance of ETUDES-NG. For instructions as to how to set configure these items on your computer, see the Distance Education Website.

Configure Cookies, JavaScript and Pop-Up Blocker Browser Tune Up - IE and Firefox Enable JavaScript and cookies, and disable pop-up blocking

You will need to perform the following adjustments to optimize your browser for use with ETUDES-NG.

To Enable Java & JavaScript

You will need to perform the following adjustments:

Internet Explorer

1. From the Menu, select Tools;
2. Select Internet Options >> Security Settings >> Custom;
3. Scroll down to Scripting;
4. Select 'enable' for Active Scripting.

Firefox

1. From the Firefox menu, select Preferences;
2. In the left-hand pane, click Web Features (or Content);
3. Make sure the Enable Java and Enable JavaScript checkboxes are selected;
4. Click OK.

Enable Cookies

You will need to enable cookies in order to log in to ETUDES-NG and maintain sessions (not get logged out).

Some Helpful Information

Get connected with MyECC at www.compton.edu and click on MyECC. El Camino College Compton Educational Center's new internet based service is the best way to get connected to the college and numerous services available online. Once registered through MyECC, students can apply, register, add & drop classes; get their FREE copy of the current class schedule; search for classes, make payments or view accounts; view test scores, check financial aid and award letter status; check grades; locate faculty; and print unofficial transcripts.

To register go to: **Continuing Students:** www.compton.edu and click on MyECC
New Students: www.compton.edu and click on APPLY ONLINE (Please read registration information.)

Office	Location	Phone Number
Admissions Office and Registration Information	Administration Building	310.900.1600, x 2050
Bookstore	West of the Cafeteria and east of the Student Life Office	310.900.1600, x 2820
Cashiers Office	C-36	310.900.1600, x 2104/2105
Counseling Office	Administration Building	310.900.1600, x 2076
Financial Aid Office	E-12	310.900.1600, x 2935
Library	North of the Administration Building	310.900.1600, x 2075
Learning Resource Center	G-39	310.900.1600, x 2540
Open Lab	Vocational Technology VT 212A	310.900.1600, x2265
Math Lab	Math and Science Building	310.900.1600, x2312

All offices at El Camino College Compton Educational Center can be reached by calling 310.900.1600. El Camino College Compton Educational Center's Web Page: www.compton.edu

Your course instructor's name, telephone number, office hours and office location are in the course syllabus, which is distributed by the instructor and on the webpage www.compton.edu, click on **Distance Education** located under Quick Links.