



El Camino College
Compton Center

Student Handbook for Distance Education Courses

Online and Hybrid Courses
Fall 2016 Semester



**Education Available
Anytime and Anywhere You Go!**



Distance Education Office
Vocational Technology Building, Office 140
310.900.1600, ext. 2137



[Distance Education Website](#)

Email: distanceEd-cec@elcamino.edu

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Welcome to Distance Education

El Camino College Compton Educational Center offers Distance Education online and hybrid (part in class and part online) courses. **The Student Handbook for Distance Education Courses** is designed to acquaint you with distance education courses, and provide you with the information you will need to be successful in your course.

We offer a wide variety of courses in different subject areas. Some distance education courses are offered in eight-week sessions, but primarily in 16 weeks with the exception of summer courses. There are more courses that have been approved for Distance Education delivery; however, all approved distance education courses are not offered 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.

Distance Education course information is available:

- Distance Education office is located in the Vocational Building office 140 or call 310.900.1600, extension 2137.
- Visit the Distance Education website <http://www.compton.edu/academics/distance-ed> for course and instructor's contact information.
- Schedule of Classes - available in the Bookstore and on the ECC-CEC Web site at <http://www.compton.edu/student-services/admission-and-records/class-schedule.aspx>
- The Student Handbook for Distance Education Courses – available in the DE office or on the webpage <http://www.compton.edu/academics/distance-ed>

Walk-in assistance is available in the Distance Education office. You may make an appointment if you have concerns or would like a 15 minute orientation session by contacting the Distance Education office.

Distance Education is another delivery method of offering courses to students. It is important that you are prepared to successfully complete these courses.

ARE YOU PREPARED FOR A DISTANCE EDUCATION COURSE?

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

1. Check your own readiness for taking an online course--**Online Assessment**.
The Online Assessment is a pre-assessment for the student to indicate whether you may be ready to take an online course. This assessment does not indicate whether a student will be successful.
2. You need to know how to send and receive email *with and without attachments*. Instructors use email as a means of communication and may ask students to send information in document or .pdf files.
3. Learn how to be successful in an online course—**Academic Strategies 60, Strategies for Success in Distance Education**. This course shows a student how to use the course management system used in many online and hybrid courses. In addition, it provides many other techniques and information to successfully complete these courses.
4. Learn the basics of word processing and spreadsheets—Business 52A, Microsoft Word Application I Business 52AB will give a student skills in Word Processing.
5. Typing skills – **Business 60, Keyboarding**
If you type less than 20-25 word per minute, we recommend that you take a course to improve your typing skills. Increasing your typing speed, can save time when you are asked to do essays, discussions or other means of written communication via the internet or software.

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.

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 in the Library/Student Success Center.

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.

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 programs 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 to see a counselor to have the prerequisite cleared in the system before you register.

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 to see a counselor to have the prerequisite cleared in the system before you register.

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; however, this is not recommended. You will need to have regular access to a computer that's connected to the Internet. Some 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" on page 4 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" on page 4 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 withdraw before the deadline. Consult the current ECC-CEC Schedule of Classes. Please note that dropping a course is your responsibility – your instructor is not responsible for dropping you from the course!

I have more questions! Who can I talk to?

Contact the Distance Education Office. We are here to help you! distanceEd-cec@elcamino.edu

DISTANCE EDUCATION COURSES

The Academic Strategies 60 course is highly recommended for students that have not taken an online course and students that would like to be successful in completing an online/hybrid course.

Distance Education courses have two categories, Online and Hybrid: **ONLINE**-courses given fully online via the internet; **HYBRID**-courses given partially in-class and online via the internet (you must attend the class as scheduled). Courses are scheduled for 8 weeks in the summer session unless indicated differently.

Instructions:

Hybrid Courses - If you are enrolled in a Hybrid course, you must go to the first class meeting to avoid being dropped.

Online Courses - If you are enrolled in an online course, all the instructors are using ETUDES. The [login](#) information is on page 8. Logging in the system is the first step; this should be completed at least three days before the session begins. All online courses will activate on the start date of the course.

HYBRID COURSES

You **must** attend the first class meeting to avoid being dropped. Online coursework to be announced in class.

Computer Information Systems

CIS 13, Computer Information Systems - # 9538

Instructor: M. Kahlilzadeh, mkahlilzadeh@elcamino.edu

This class meets every Monday beginning **Monday, January 29th** from 1:30 p.m. to 2:55 p.m. in room VT-126.

Child Development

CDEV 150, Survey of Children's Special Needs – #9919

Instructor: C. Washington, cwashington@elcamino.edu

This class meets every Wednesday beginning **Wednesday, August 31st** from 4:30 p.m. to 5:30 p.m. in room E-19.

Mathematics

Math 150, Elementary Statistics w/Probability – #9803

Instructor: J. Villalobos, jvillalobos@elcamino.edu

This class meets every Saturday beginning **Saturday, August 27th** from 9:30 a.m. to 11:20 a.m. in room MS-210.

Math 150, Elementary Statistics w/Probability – #9804

Instructor: J. Villalobos, jvillalobos@elcamino.edu

This class meets every Monday beginning **Monday, August 29th** from 10:45 a.m. to 12:35 p.m. in room MS-210.

Math 150, Elementary Statistics w/Probability – #9805

Instructor: J. Villalobos, jvillalobos@elcamino.edu

This class meets every Wednesday beginning **Wednesday, August 31st** from 10:45 a.m. to 12:35 p.m. in room MS-210.

Math 73, Intermediate Algebra – #9780

Instructor: J. Villalobos, jvillalobos@elcamino.edu

This class meets every Saturday beginning **Saturday, August 27th** from 12:30 p.m. to 2:50 p.m. in room MS-210.

Math 73, Intermediate Algebra – #9781

Instructor: M. Tavakkoli, mtavakkoli@elcamino.edu

This class meets every Monday and Wednesday beginning **Monday, August 29th** from 3:45 p.m. to 4:55 p.m. in room MS-202.

Math 80, Intermediate Algebra for Science/Engineering –#9787

Instructor: M. Tavakkoli, mtavakkoli@elcamino.edu

This class meets every Monday and Wednesday beginning **Monday, August 29th** from 5:00 p.m. to 6:10 p.m. in room MS-202.

ONLINE COURSES

Fully online courses will not have on-campus meetings unless notified by the instructor.

The course management system for all Distance Education courses is **ETUDES**. You must login at least two days before the start of the class to ensure that you can access the system. Courses are activated on the first day of the class session on ETUDES (www.myetudes.org).

Academic Strategies

AS 60, Strategies for Success in Distance Education – #9249

Instructor: L. Vasquez, lvasquez@elcamino.edu

Administration of Justice

AJ 100, Introduction to Administration of Justice, #9005

Instructor: J. Sandoz, jsandoz@elcamino.edu

AJ 111, Criminal Investigations, #9008

Instructor: J. Sandoz, jsandoz@elcamino.edu

Anthropology

ANTH 1, Introduction to Physical Anthropology – #9017

Instructor: J. Pfeiffer, jpfeiffer@elcamino.edu

1st 8-Weeks: August 27th to October 14th

ANTH 2, Introduction to Cultural Anthropology – #9020

Instructor: Staff

2nd 8-Weeks: October 15th to December 16th

Art

ART 101, Art/Visual Culture in Modern Life – #9028

Instructor: R. Roske, roske@elcamino.edu

ART 101, Art/Visual Culture in Modern Life – #9029

Instructor: R. Roske, roske@elcamino.edu

ASTR 20, The Solar System, #9832

Instructor: Staff

Astronomy

New course

ASTR 20, The Solar System, #9832

K. Schwitkis, kschwitkis@elcamino.edu

Business

BUS 1A, Financial Accounting - #9493

Instructor: M. Ahmad, mahmad@elcamino.edu

BUS 1B, Managerial Accounting - #9496

Instructor: M. Ahmad, mahmad@elcamino.edu

BUS 21, Human Resource Management - #9503

Instructor: D. Ross, dross@elcamino.edu

BUS 28, Written Business Communication - #9506

Instructor: D. Ross, dross@elcamino.edu

Child Development

CDEV 103, Child Development - #9900

Change of instructor

Instructor: J. Phillips, jphillips@elcamino.edu

CDEV 103, Child Development - #9901

Instructor: C. Washington, cwashington@elcamino.edu

CDEV 104, the Home, School, and Community - #9904

Instructor: R. Most, rmost@elcamino.edu

CDEV 114, Observing/Assessing Young Children - #9911

Change of instructor

Instructor: R. Most, rmost@elcamino.edu

Computer Information System

CIS 133, Mashup Javascript JQuery - #9542

Instructor: A. Yahye, ayahye@elcamino.edu

Contemporary Health

CH1, Personal and Community Health - #9608

Instructor: L. Mendoza, lmendoza@elcamino.edu

CH 1, Personal and Community Health - #9609

Instructor: L. Mendoza, lmendoza@elcamino.edu

Economics

ECON 1, Principles of Economics, Macroeconomics – #9064

Instructor: M. Keskinel, mkeskinel@elcamino.edu

English

ENGL 1A, Reading and Composition - #9362

Instructor: R. Roach, rroach@elcamino.edu

ENGL 1A, Reading and Composition - #9363

Instructor: N. Williams, nwilliams@elcamino.edu

ENGL 1A, Reading and Composition - #9364
Instructor: A. Gillis, agillis@elcamino.edu

ENGL 1B, Literature/Composition - #9369
Instructor: D. Maruyama, dmарuyama@elcamino.edu
1st 8-Weeks: August 27th to October 14th

ENGL 1C, Adv. Critical Thinking and Composition –
#9382 Instructor: N. Williams, nwilliams@elcamino.edu
1st 8-Weeks: August 27th to October 14th

ENGL 1C, Adv. Critical Thinking and Composition –
#9383 Instructor: R. Roach, roach@elcamino.edu

ENGL 1C, Adv. Critical Thinking and Composition –
#9384 Instructor: J. Hill, jhill@elcamino.edu

ENGL 1C, Adv. Critical Thinking and Composition –
#9385 Instructor: J. Hill, jhill@elcamino.edu
2nd 8-Weeks: October 15th to December 16th

Fire Technology

New course

FTEC 1, Fire Protective Organization – #9593
Instructor: K. Coffelt, kcoffelt@elcamino.edu

Human Development

HDEV 110, Strategies for Creating Success – #9093
Instructor: E. French-Preston, epreston@elcamino.edu

History

History 101, United States History to 1877 - #9108
Instructor: D. Black, dblack@elcamino.edu

History 101, United States History to 1877 - #9109
Instructor: R. Murray, murray@elcamino.edu

History 102, United States History, 1877 to the Present –
#9114 Instructor: K. Radcliffe,
kradcliffe@elcamino.edu

History 102, United States History, 1877 to the Present –
#9115 Instructor: K. Radcliffe, kradcliffe@elcamino.edu

History 102, United States History, 1877 to the Present –
#9116 Instructor: S. Panski, spanski@elcamino.edu

Humanities

HUMA 1, Introduction to the Humanities – #9431
Instructor: L. Noonan, lnoonan@elcamino.edu

HUMA 1, Introduction to the Humanities - #9432
Instructor: L. Noonan, lnoonan@elcamino.edu

Music

Music 111, Music Appreciation Survey - #9129
Instructor: M. Uch, much@elcamino.edu

Music 111, Music Appreciation Survey - #9130
Instructor: M. Uch, much@elcamino.edu

Nutrition

NFOO 11, Nutrition - #9628
Instructor: M. Lyons, mlyons@elcamino.edu

Philosophy

PHIL 103 (previously PHIL 3), Ethics and Society –
#9438 Instructor: E. Sedgwick, esedgwick@elcamino.edu

PHIL 106 (previously PHIL 8), Introduction to Logic –
#9443 Instructor: E. Sedgwick, esedgwick@elcamino.edu

Physics

New course

PHYS 11, Descriptive Introduction to Physics - #9889
Instructor: A. Said, asaid@elcamino.edu

Political Science

POLI 1, Governments of the U.S and CA - # 9166
Instructor: P. Flor, pflor@elcamino.edu

POLI 1, Governments of the U.S and CA - #9167
Instructor: E. Walker, ecraig@elcamino.edu

POLI 2, Introduction to Comparative Politics – #9168
Instructor: P. Flor, pflor@elcamino.edu

Psychology

PSYC 16, Lifespan Development - #9199
Instructor: D. McPachell, dmcpachell@elcamino.edu

PSYC 5, General Psychology - #9188
Instructor: Brad Conn, bconn@elcamino.edu
1st 8-Weeks: August 27th to October 14th

PSYC 5, General Psychology - #9189
Instructor: D. McPachell, dmcpachell@elcamino.edu

Sociology

SOCI 101, Introduction to Sociology - #9216
Instructor: V. Haynes, vhaynes@elcamino.edu

SOCI 101, Introduction to Sociology - #9215
Instructor: P. Aguilera, paguilera@elcamino.edu

SOCI 102, The Family - #9220
Instructor: P. Aguilera, paguilera@elcamino.edu

SOCI 104, Social Problems - #9222
Instructor: V. Haynes, vhaynes@elcamino.edu

Tutoring

Online tutoring is available for students in the distance education courses. The Online Tutoring tab is available in ETUDES. Once a student enrolls and logs in to ETUDES, the 'Online Tutoring' tool is located on the left-hand side of the ETUDES course page. ECC Compton Center uses the online tutoring services via NetTutor (Link Systems, Inc.)

WELCOME TO YOUR ONLINE ETUDES CLASS! <http://myetudes.org/portal>

ETUDES LOG-IN INFORMATION AND TROUBLESHOOTING

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://myetudes.org/portal>)

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

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)

- For best viewing of Etudes pages, the *minimum screen resolution is 1024 X 768*. Lower monitor resolutions may cause horizontal scrolling.
- PC's should be running **Windows 7 or 8**. Etudes works well with all Win versions.
- Macs should have **OS X 10.3.X** or above

- 1G of RAM is recommended. Close down other applications to have more system resources when working with Etudes.
- DSL or Cable is **strongly** recommended. Dial-up or satellite requires patience. It will be slow!

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 you don't have high-speed access, you might experience frustration with slow response, depending on the media and materials that your instructors have posted

PC Users: For best experience with Etudes, use *the latest version of Firefox*. Latest versions of [Google Chrome](#) and [Internet Explorer](#) are also supported. Also, see: [PC Supported Browsers](#).

Mac users: For best experience with Etudes, use [Firefox](#) (most recent). The latest version of [Google Chrome](#) is also supported. Mac users must be running OSX 10.3 or above. For more information, see: [Mac Supported Browsers](#).

Check Your Browser's Cache Settings!

99% of technical problems are due to incorrect browser "cache" settings.

The browser cache stores pages downloaded to your computer from the Internet. As you work, Etudes is continually updating and storing pages in a database that is on a remote server, not locally on your computer. The browser must be set to always go out to the server and get new pages from the server and to not use old pages stored on your computer or errors will occur.

Changing Internet Explorer Cache Settings (PC)

1. Click on the **Tools** Menu > Select **Internet Options**
2. Click on the **General** tab > Under **Browsing History**, click on the **Delete ...** button.
3. In the **Temporary Internet Files** area, click the **Delete Files ...** button to clear the cache. Close that window.
4. Next, click on the **Settings** button (still in General > Browsing History area) and check, **Every time I visit the webpage**.
5. Change **Days to keep pages in history** to **0**.
6. Click the **OK** button at the bottom of the Settings window.
7. Click the **OK** button at the bottom of the Internet Options window.

Changing Mozilla Firefox Cache Settings (PC)

1. Click on the **Tools Menu** and select **Options**
2. Click on the **Advanced** icon > **Network** tab to view the settings.
3. Enter **1** MB of disc space for the cache and click on the **Clear Now** button.
4. Click on the **OK** Button
5. Open a browser window, delete the address in the URL bar and type **about:config**. (no http or anything else).
6. Press the Return key to see Firefox settings. You will get an alert. Click on "I'll be careful, I promise."
7. In the "search:" bar, paste "browser.cache.check_doc_frequency" and hit enter.
8. It should be set to **1**. If it's not, double click on the text and in the resulting dialogue box, enter **1** and click OK.
9. Quit and **restart** Firefox to enact the change.

Changing Mozilla Firefox Cache Settings (Mac only)

1. Click on the **Firefox Menu** > Select **Preferences**
2. Click on the **Advanced icon** > Click on the **Network** tab
3. Enter **1** MB of disc space for the cache, then click on **Clear Now** button
4. Close the Preferences window > Quit and Restart Firefox
5. Open a browser window, delete the address in the URL bar and type **about:config**. (no http or anything else).
6. Press the Return key to see Firefox settings. You will get an alert. Click on "I'll be careful, I promise."
7. In the "search:" bar, paste "browser.cache.check_doc_frequency" and hit enter.
It should be set to **1**. If it's not, double click on the text and in the resulting dialogue box, enter **1** and click OK.
8. Quit and **restart** Firefox to enact the change.

Configure JavaScript and Pop Up Blockers

You will need to perform the following adjustments to optimize your browser for use with Etudes.

Internet Explorer:

1. From the Menu, select Tools
2. Select Internet Options >> Security >> Custom level
3. Scroll down to Scripting (near the bottom of the list)
4. Select 'enable' for Active Scripting
5. Click OK

Firefox - PC

1. From the Tools menu, select Options
2. Click on the Content icon
3. Be sure Block pop-up windows is **NOT** checked
- 4.

Firefox - Mac

1. From the Firefox menu, select Preferences
2. Click on the Content icon
3. Be sure Block pop-up windows is **NOT** checked

Google Chrome (PC and Mac)

1. Click on Settings and then on Show advanced settings
2. Scroll down to Privacy and click on Content Settings.
3. Under JavaScript > check "Allow sites to run JavaScript"
4. Further down, under Pop-ups, set it to allow all sites to show pop-ups. In the same area (Pop-ups), click on Manage Exceptions and add myetudes.org.
5. Set behavior to "Allow." Click on OK and close Settings tab back to browsers.

Safari (Mac)

1. From the Safari menu, select Preferences
2. Click the Security icon
3. Check: Enable Plugins, Java, & Javascript.
4. Clear checkbox on "Block Popup Windows."
5. Accept Cookies > select "Only From Sites I Visit."

Disable Pop-Up Blocking for Etudes

While using Etudes, you may have to download and open files. If you are using pop-up blocking software, you may not be able to do this. You will need to disable pop-up blocking. Pop-up blockers work in the background while you browse the internet. When they detect a pop-up window that may be an unwanted advertisement, they automatically close the window. This can prevent Etudes from performing properly.

Depending on your pop-up blocking software, you may have to set the Etudes URL (<http://myetudes.org>) as an allowed site, OR you may need to disable the pop-up blocker while using Etudes.

Terms

Account

An account is an often used term to describe what rights a user has on a network or system such as an Internet Service provider (ISP). This will usually detail what "privileges" the user has.

Adobe Acrobat Reader (PDF Documents)

Acrobat Reader is software available through Adobe that allows you to view a PDF document (A document that does not allow editing). It can be downloaded free of charge from Adobe.

Android

Android is a mobile operating system developed by Google. It is used by several smart phones, such as the Motorola Droid, the Samsung Galaxy, and Google's own Nexus.

Announcement

A public and typically formal statement of information about a fact, occurrence, or intention that is given over a public address system.

Application

The term *application* is a shorter form of application program. An application program is a program designed to perform a specific function directly for the user or, in some cases, for another application program.

Archive

An **archive** is a single file that contains multiple files and/or folders. Archives may be created by several different file archiving utilities and can be saved in one of several different formats. They may also be compressed to reduce the file size or encrypted for security purposes.

Browsers

A software program that allows you to surf the Web. The most popular web browsers are Netscape Navigator and Internet Explorer, Firefox Mozilla.

Cache

An area of RAM reserved for data recently read from disk, which allows the processor to quickly retrieve it if it's needed again.

Chat

Exchange messages online in real time with one or more simultaneous users of a computer network.

Convert

Change or be able to change from one form to another.

Course Management System

A CMS enables a website to control and create their content effectively and efficiently.

Course Map

A chart that depicts the designed sequence for events of a course.

Course Work

The assignments, activities, research, exams, or other tasks that students are required to complete in order to demonstrate their mastery of course topics.

Crash a problem (often caused by a bug) that causes a program, or the entire operating system, to unexpectedly stop working.

Discussion Board

An electronic communication system that allows users to leave messages, review messages, and upload and download software.

Document

A computer document is a file created by a software application. While the term "document" originally referred specifically to word processor documents, it is now used to refer to all types of saved files. Therefore, documents may contain text, images, audio, video, and other types of data.

Double clicking

Double clicking involves clicking your mouse button quickly two times. To perform a double click, and not just two clicks, the mouse button must be pressed twice within a very short time, typically about half a second. Double clicking is used to perform a variety of actions, such as opening a program, opening a folder, or selecting a word of text. In order to double click an object, just move the cursor over the item and press the left mouse button quickly two times.

Download

Downloading is the method by which users access and save or "pull down" software or other files to their own computers from a remote computer via the Internet.

Email

A feature that lets a computer user send a message to someone at another computer using the Internet Email or electronic mail.

File

A collection of information on a disk, usually a document or a program, that's lumped together and called by one name.

File Extension

The allows a file's format to be described as part of its name so that users can quickly understand the type of file it is without having to "open" or try to use it. The file name extension also helps an application program recognize whether a file is a type that it can work with.

Firewall

A mechanism that isolates a network from the rest of the Internet, permitting only specific traffic to pass in and out.

Folder

An object that can hold other objects, such as other folders and files.

Font

The software that creates a typeface on a computer screen.

Format

To initialize a disk to prepare it for use. The disk is checked for errors and organized so that data can be recorded and retrieved. Formatting a used disk erases any previously stored information.

Hardware

Computer hardware refers to the physical parts of a computer and related devices. Internal hardware devices include motherboards, hard drives, and RAM. External hardware devices include monitors, keyboards, mice, printers, and scanners.

Home Page

The document that is displayed when you first open a web client program. Also, commonly used to refer to the first document you come to in a collection of documents on a Web site.

Internet

The Internet (note the capital I) is the largest internet in the world. It is a three level hierarchy composed of backbone networks (e.g., NSFNET, MILNET), mid-level networks, and stub networks. The Internet is a multiprotocol internet.

Left-Click

A **left-click** involves clicking the left mouse button. Typically, "left-clicking" means the same thing as just "clicking" since the left mouse button is the primary button by default. The term "left-click" is most often used in contrast to "right-click," which involves clicking the secondary button on the right side of the mouse.

**Jiffy Lube**

A little icon to the left of each tool's title (looks like a jiffy lube logo) is a link back to that tool's beginning (table of contents) or home page. If you get stuck at a level deeply in your course, like in Assignments or Modules, and you find that the back button of the browser does not help, click on the jiffy lube icon.

Link

A link is a highlighted and underlined word or phrase on a page, there is a good chance you are looking at a link. By clicking on a link, you can "jump" to a new Web page or a completely different Web site. While text links are typically blue and underlined, they can be any color and don't have to be underlined. Images can also serve as links to other Web pages.

Login

A **login** is a combination of information that authenticates your identity. This could be a name and password or an ID number and security code.

Online

Online refers to a computer or user currently connected to a network or to the Internet. Online is often used to refer to resources available on the Internet Source Reference: Our community.com.au

Operating System

An operating system, or "OS," is software that communicates with the hardware and allows other programs to run.

Software

Software is a general term for the various kinds of programs used to operate computers and related devices.

Internet

The **Internet**, sometimes called simply "the Net," is a worldwide system of computer networks - network of networks in which users at any one computer can, if they have permission, get information from any other computer (and sometimes talk directly to users at other computers).

Windows

Microsoft software that adds a Mac-like graphical user interface to IBM PCs and compatibles

Minimize

When you **minimize** a window, you hide it from view. This is commonly done to unclutter the display or to view other open windows without closing the current window.

Maximize

When you **maximize** a window on your computer screen, it becomes larger. In Windows, maximizing a window makes it take up the entire screen. In Mac OS X, a maximized window typically only takes up as much space as it needs.

Module

Each of a set of standardized parts or independent units that can be used to construct a more complex structure.

Password

A **password** is a string of characters used for authenticating a user on a computer system.

Personal computer (PC)

In its more general usage, a personal computer (**PC**) is a microcomputer designed for use by one person at a time.

Presentation (sometimes called "presentation graphics")

Presentation is a category of application program used to create sequences of words and pictures that tell a story or help support a speech or public presentation of information.

Processor

A processor, or "microprocessor," is a small chip that resides in computers and other electronic devices. Its basic job is to receive input and provide the appropriate output. While this may seem like a simple task, modern processors can handle trillions of calculations per second.

Program

Program is a common computer term that can be used as both a noun and a verb. A program (noun) is executable software that runs on a computer.

RAM

Stands for "Random Access Memory," and is pronounced like the male sheep. RAM is made up of small memory chips that form a memory module. These modules are installed in the RAM slots on the motherboard of your computer. Every time you open a program, it gets loaded from the hard drive into the RAM.

Resources

The Resources area, ETUDES, you can store personal files (documents, images, etc.) You may choose to arrange your Resource area into folders based.

Save

Computing keep (data) by moving a copy to a storage location, especially from memory; *save it to a new file*.

Scanner

A device that converts images (such as photographs) into digital form so that they can be stored and manipulated on computers

Scroll

Similarly, many Web pages do not fit completely within a window and may require you to scroll both vertically and horizontally to see all the content. To scroll up or down within a window, simply click the scroll bar on the right-hand side of the window and drag the slider up or down. If the window requires horizontal scrolling as well, click the scroll bar at the bottom of the window and drag the slider to the right or left.

Software

The programs, programming languages, and data that control the functioning of the hardware and direct its operations. Examples: Microsoft Word, Microsoft Excel

SPAM

Refers to the practice of blindly posting commercial messages or advertisements to a large number of unrelated and uninterested newsgroups.

Spreadsheet

A number-related document whereby calculations and formulas are applied to the data organized in rows and columns of cells.

Syllabus

An outline of the subjects in a course of study or teaching.

Tablet

A tablet PC is a wireless personal computer (PC) that allows a user to take notes using natural handwriting and is a wireless, portable personal computer with a touch screen interface.

Technology

The application of scientific knowledge for practical purposes, especially in industry.

Uploading

Send a file to another computer using a modem.

URL

Uniform Resource Locator, a string of characters that represents the location or address of a resource on the Internet and how that resource should be accessed. World Wide Web pages are assigned a unique URL. Each hyperlink on a web page contains the URL of the page to be linked to.

Version

A particular form of something differing in certain respects from an earlier form or other forms of the same type of thing.

Virus

A program that replicates itself from one file or disk to another without your consent. They are spread through floppy disks, networks, and on-line services and can go undetected (unless you have an antiviral utility) until something goes wrong. Some viruses deliberately destroy data, and even those designed to be **benign** can cause crashes, slowdowns, and file corruption.

Web browser

Also known as a Web client program, this software allows you to access and view HTML documents. Netscape, Mosaic, Lynx, Win Web, and MacWeb are some examples of Web browsers.

Web pages are what make up the World Wide Web. These documents are written in HTML (hypertext markup language) and are translated by your Web browser. Web pages can either be static or dynamic

Web site

The Web site is a collection of Web pages.

Word Processing

Entering, editing and formatting text with the use of spelling checkers, outlining, tables, footnotes, and tables of contents.

Wi-Fi

(short for "wireless fidelity") is a term for certain types of wireless local area network (WLAN) that use specifications in the 802.11 family. The term Wi-Fi was created by an organization called the Wi-Fi Alliance, which oversees tests that certify product interoperability. A product that passes the alliance tests is given the label "Wi-Fi certified" (a registered trademark).

Acknowledgments: ETUDES, SDSU Technology Terms; Oxford Dictionary; Tectarget; [A Student's Guide to Online Success](#)

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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 by email or the course management system.

How to Reach Us: 1-310-900-1600

Academic Affairs Office Telephone Numbers

Academic Affairs	ext. 2130
Academic Programs	ext. 2136
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Student Services

Admissions and Records Office	ext. 2050
Assessment Center	ext. 2830
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ECC Compton Center Police:

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Front Desk/Non-emergency	310-900-1600 ext. 2999

Other Departments

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Counseling	ext. 2076
Distance Education (Online and Hybrid Courses)	ext. 2137
DSPS	ext. 2402
EOPS/CARE	ext. 2912
Financial Aid/Scholarships	ext. 2935
First Year Experience	ext. 2769
International Students	ext. 2050
Learning Resource Center	ext. 2535
Library	ext. 2175
College Courses at the High Schools.....	ext. 2767
Outreach Center	ext. 2765
Special Resource Center	ext. 2402
TRIO Programs	ext. 2502
Transfer/Career Center	ext. 2764
Veteran Students	ext. 2050
Welcome Center/Outreach	ext. 2765

Library and Student Success Center

Library	ext. 2175
Student Success Center	ext. 2535
Writing Center, Reading Center and Tutoring	