I. MISSION STATEMENT: El Camino College offers quality, comprehensive educational programs and services to ensure the educational success of students from our diverse community.

II. COURSE DESCRIPTION: This is a one-unit 6-week course that is delivered completely online. The goal of this course is to prepare students for taking distance education classes. This course covers the basics of taking an interactive, asynchronous distance education course via the internet or other computer instructional television based systems. Use of e-mail, online class interactions such as group discussions, and chats is covered. Also, covered are World Wide Web access, and equipment needs as well as the differences between online and onsite courses.

III. COURSE PREREQUISITE: None

IV. COURSE OBJECTIVES: Students will learn the following:

1. Analyze learning preferences as they relate to distance education courses.

2. Use e-mail, send and download attachments, utilize other methods of communication such as chat, group discussion, and electronic bulletin boards and demonstrate proper netiquette.

3. Identify the appropriate hardware and software needed for a distance education course.

4. Identify the differences between multimedia file extensions, and execute troubleshooting techniques.

5. Navigate and conduct searches on the Internet using a web browser.

6. Employ time management, study techniques and reading skills required for distance education courses.

V. STUDENT LEARNING OUTCOME: Upon completion of the course students should demonstrate the following skills:

- Students will be able to competently navigate online learning platforms and demonstrate proper usage of features.

- Given a task or a prompt, students will be able to effectively navigate and communicate in a discussion board, chat room, and via email.

- Students will be able to upload attachments, show an ability to conduct rudimentary research on the Internet.

- Students will be able to apply test taking techniques and studying methods to an online environment.


VII. ASSESSMENT & EVALUATION ACTIVITIES: Students will be evaluated and assessed to demonstrate understanding of subject matter through the following activities:
A. Online web research of subject content.
B. Multiple choice, true-false, and matching online exams and quizzes.
C. Participation in online class discussions related to each week’s topic.
D. Participation in online chats.

VIII. EVALUATION CRITERIA AND GRADING SCALE: You can earn a maximum of 200 points for the course. To earn full points, you must complete all required work before the due date and meet all the stated guidelines for the assignment. You will lose points for sloppy, missing, late, or incomplete work. Please submit your best work in order to receive full credit.

| Module Week 1 Due 11/12 Learning Style Survey 10 points, Quiz 1 Week 1 10 points, and Discussion 1 Week 1 10 points | Module Week 4 Due 12/3 Quiz 4 Week 4 10 points and Discussion 4 Week 4 10 points |
| Module Week 2 Due 11/19 Quiz 2 Week 2 10 points; and Discussion 2 Week 2 10 points | Module Week 5 Due 12/10 Quiz 5 Week 5 10 points and Discussion 5 Week 5 10 points |
| Module Week 3 Due 11/26 Quiz 3 Week 3 10 points; and Discussion 3 Week 3 10 points | Module Week 6 Due 12/17 Final Exam 50 points, Webquest 30 Points, and Exit Survey 10 points |

TOTAL POINTS: 200

A = 180 points or above (90%)  
B = 160 points or above (80%)  
C = 140 points or above (70%)  
D = 120 points or above (60%)  
F = Less than 120 points

IX. DUE DATES FOR ASSIGNMENTS: Due dates for assignments are listed above and should be submitted by 11:30pm.

X. CHEATING OR PLAGIARISM: Students should refer to the El Camino College-Compton Center student handbook for detailed guidelines regarding this policy. Instructor abides by the policy as reflected in the student handbook.

XI: SPECIAL ACCOMMODATIONS: Americans with Disabilities Act (ADA) Students with verified disabilities requiring accommodations should make a specific request of the instructor in a timely manner at the start of the semester and at least a week prior to the identified need. Special services are available on campus to meet needs outside of class.

XII. DISCLAIMER STATEMENT: Students will be notified ahead of time if and when any changes are made to the course requirements, schedule, or policies. Instructor reserves the right to make alterations to any assignments or required readings and/or due dates with ample notification in the event of unforeseen events.

XIII. STATEMENT of STUDENT CONDUCT: Conduct at El Camino College Compton Center conforms to the laws of the State of California, District Policies, and campus rules and regulations. We are dedicated to maintaining an optimal learning environment; the standards of behavior as outlined in this policy are essential to the maintenance of a quality college environment. Please take visit the following link for a complete version of student code of conduct: http://www.elcamino.edu/studentservices/studentcodeofconduct.asp

XIV. ATTENDANCE REQUIREMENTS: Attendance is required in this online course. You will spend at least three hours a week on reading, writing and research assignments and interacting with the Instructor and other students. Students are responsible for enrollment in this course. The Instructor may drop a student from the course for excessive absences however, it is the student’s responsibility to officially withdraw if they do not plan to be active in the course or they will receive a grade of “F”. A student who registers for a course and never attends is still responsible for dropping the course. Students will not be permitted to attend classes in which they are not enrolled.

XV. INSTRUCTOR’S REGULAR EFFECTIVE CONTRACT POLICY: I will post regular Announcements at the beginning of each week and also several times throughout the semester to help you keep up-to-date. Be sure to read the announcements. I will also contact each of you periodically to provide you with feedback on assignments and your progress in the course.
This course includes several discussion forums and a Private Messaging area room to contact the instructor and/or other students and to ask content-related questions. For the fall semester, I may be reached by any of the following methods:

1. Send a Private Message to me in Etudes
2. Post a Message in the Discussion Forum in Etudes
3. Send an Email to me at lvasquez@elcamino.edu

You will receive a reply to your message within 24-48 hours. I do not have regular office hours but I am available to meet online by appointment only. Please contact me by using one of the above methods to schedule an online meeting during the fall semester.

**Communication:** You will learn how to use the tools in the Etudes online course management system as we progress in the course. You will communicate with your instructor and other students in the Etudes using Chat, Discussion, Private Messages and Group work.

**Additional Assistance:** 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. The Distance Education office is located in G-38 on the Compton campus or call 310.900.1600, extension 2137. Assistance is also provided in the Learning Center located in G-39 on the Compton campus, or by calling 310.900.1600 x2540, or email at distanceEd-cec@elcamino.edu.

**IMPORTANT DATES:**

- First day of class November 7, 2011
- Last day to drop without “W” on record: November 18, 2011
- Last day to drop with a "W" on record: December 8, 2011
- Thanksgiving Break (campus closed): November 24-27, 2011

**XVI. ETUDES LOG-IN INSTRUCTIONS:**

WELCOME TO YOUR ONLINE ETUDES CLASS! [http://myetudes.org](http://myetudes.org)

**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](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 birthdate 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)

REMEMBER: “BOOKMARK” THIS SITE TO ACCESS YOUR ONLINE CLASS QUICKLY!

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