Distance Education Student Handbook





El Camino College
Distance Education Office
Schauerman Library
East Wing, Lower Level, Room 76 (in the Library Media Technology Center)
(310) 660-6453 - DistanceEd@elcamino.edu
www.elcamino.edu/DistanceEd

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Welcome to the Distance Education Program at El Camino College!

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 Schedule of Classes*, on the ECC website at http://www.elcamino.edu/library/distance-ed/classscheduleandmeeting.asp

We offer a wide variety of courses in many subject areas. Our current online course offerings are listed in the final pages of this booklet. Many courses have been approved for Distance Education delivery, but are not offered every semester. Please visit our website http://www.elcamino.edu/library/distance-ed/classscheduleandmeeting.asp to see the current schedule of the courses.

Distance Education students are supported with the same services available to traditional students. Many of these services are provided to students online. For more information, please see "Student Support" on the <u>Distance Education website</u> or contact our office (310) 660-6453 or email at <u>distanceed@elcamino.edu</u>. The Distance Education Office is located in the basement of the Schauerman Library, East Wing, Lower Level, Room 76.

Distance Education Class Schedule

Many distance education courses have a first class meeting on campus. Details about the first meetings can be found in the Distance Education section of the printed schedule of classes and on the website DE Class Schedule and Meeting Info.

Please note: If you do not attend the first class meeting, you may be dropped from the course!

Some distance education courses are offered entirely online and do not have meetings on campus. You must follow the instructions under the course listing in the Distance Education section of the printed Schedule of Classes or you may be dropped by the instructor.

Distance Education Course Schedule (For updates and changes see the Distance Education website at http://www.elcamino.edu/library/distance-ed/classscheduleandmeeting.asp)

Frequently Asked Questions about Distance Education at ECC

What is Distance Education?

Distance Education courses are designed for students who desire flexibility and convenience in their studies. Our courses are fully accredited and are considered equivalent to on-campus courses.

Can anyone take these classes?

Anyone who is eligible to take regular courses on campus may enroll in Distance Education courses. Consult the ECC Schedule of Classes or the college website for registration information.

How do these courses work?

Students in online courses communicate with their instructor and classmates electronically via a course website. The class may respond with questions, comments, etc.

How will I interact with my instructor?

The instructor posts such things as lectures, assignments, announcements, and other information to the site. All of our instructors use ETUDES (myetudes.org) as their course management system, and others support with a publisher provided site along with Etudes.

Will I be required to attend class meetings on campus?

This is determined by the instructor. Many instructors have on-campus meetings at the start of the semester, but some do not. Information on any meetings times on campus will be displayed in the printed 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 have all their material on Etudes including a syllabus. 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 the instructor of the course for more information and the distance education website.

The first class meeting conflicts with another course I want to take. What should I do? Contact the instructor to see if an alternate date and time will be offered; otherwise, do not enroll in both courses – choose only one.

How are examinations administered?

Again, this is determined by the course instructor. Some instructors administer exams at oncampus 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, reliable Internet access.
- Regular, reliable access to a computer.
 - PCs should be running Win 2000, XP, Vista, or Windows 7. Etudes works well with all Win versions.
 - Macs should have OS X 10.3.X or above.
 - Tablets and mobile phones do not qualify as reliable computer stations.
- Latest version of Firefox, Google Chrome or IE on the PC, and latest version of Firefox or Google Chrome on the Mac.
- An Email address.
- Current word processing software as required by the instructor

Some courses may have additional requirements. The course syllabus will detail additional requirements.

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 students use their work computers, and some use the computer labs on campus with Internet access. (For example, the Computer Commons in the Library Media Technology Center – more details later.)

What kind of computer skills should I have?

In order to succeed in an online course, you must be computer literate and have experience in computer communication; including good word processing skills, familiarity with sending and receiving email, and navigating the World Wide Web. These skills are very important to know before enrolling in an online course, as online courses can be fast-paced, and some time may be needed to become accustomed to the way they work. Check the "Skills You'll Need" section later in this Handbook. It will assist you in determining whether 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, time management skills, self-motivation and the ability to work independently are important. Equally importantly, having strong reading and writing skills will allow you to succeed in on online course. (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, exams, office hours, or to participate in chat sessions. Mostly, the course syllabus will outline a schedule for work to be submitted over the course of the semester. Contact your instructor for details.

How do I contact the instructor of the course?

It's very important to contact the instructor as soon as possible. Please print the course syllabus at the beginning of the semester, as it contains information on the instructor's preferred methods of contact. Our full-time instructors hold weekly office hours, and by appointment for in-person meetings. If you need to contact them by phone or by email, please visit Faculty Directory: http://www.elcamino.edu/uportal/facsched/index.asp and Instructor Information: http://www.elcamino.edu/library/distance-ed/instructorinformation.asp for more information.

What do I do if I need help with course materials?

For help with the course material, check out the Tutoring Program administered by the ECC Learning Resources Center (LRC). Tutors help students prepare for tests, learn new concepts, improve study techniques, and answer questions about assignments. Free tutoring for ECC students is available each semester. All LRC tutors are highly trained and certified. Visit the Tutoring website for more

information: http://www.elcamino.edu/library/lrc/tutoring/index.asp

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

Here are a few reasons why course access is not possible:

- You are not officially enrolled in the course.
- You added the course, but have not been processed by admissions.
- The course you signed up for starts later in the semester.
- You changed your password and forgot it.
- You have been blocked by the instructor.

If you still cannot access your course, after resetting your password, waiting for your add to be processed, or registering for the course, please email or call the instructor and the Distance Education Office. Contact the Distance Education Office at DistanceEd@elcamino.edu or telephone 310-660-6453. We are here to help you!

Will I have to buy books for the course?

Yes. Textbooks and other materials you'll need for your course are available in the El Camino College Bookstore. The El Camino College Bookstore is now open online 24/7. They can ship your books to your home or you can pick them up in the store. Visit the online store at http://elcamino.collegestoreonline.com/.

Does Distance Education courses transfer to other schools?

Always check with a counselor at the school you plan to transfer to be sure the courses will be accepted, regardless of modality. School transcripts do not specify that the course was delivered in a Distance Education format.

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

Yes, you can withdraw from your classes at any time. Withdrawing from a course can affect not only your grade point average, but also how many times you can retake the course. During the semester there are deadlines that affect the different types of withdrawals from a course, but in order to receive a "W" (Withdrawal), you must withdraw on or before the "Last Day to Drop with a 'W' deadline. Consult the current ECC Schedule of Classes or visit the ECC Web-Services site (https://portal.elcamino.edu/portal/main.html) for more information. Please note that

dropping a course is your responsibility. Your instructor is not responsible for dropping you from your course!

I have more questions! Whom can I talk to?

Contact the Distance Education Office at:

online: http://www.elcamino.edu/library/distance-ed/index.asp

email: DistanceEd@elcamino.edu

telephone: 310-660-6453.

We are here to help you!

Skills You Will Need for Distance Learning

Here's a list of computer and Internet skills to have before enrolling an online course.

Computer Skills

A successful online student should be able to:

- Cut/copy and paste within and between documents
- Use spell check
- Set page numbers, headers, and footers in a document
- Attach a file to an email
- Paste text from your word processor into an email message
- Print documents
- Run two or more programs at once, and move between them
- Open and close files, as well as, directory windows
- Create, save, store, and find files on a hard drive or portable media

Internet Skills

A successful online student should be able to:

- Send and receive email
- 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!, Google, etc.)
- Download documents or software from the Internet

ECC and ECC's Community Education program offer a variety of credit and "not-for-credit" courses to assist in improving your computer and Internet skills.

Computers on Campus

The Computer Commons is ECC's central computer center serving students of all academic programs. For more information about the Center:

- Computer Commons Library Media Technology Center
- Schauerman Library, East Basement, 310.660.3593 x6715
- Website http://www.elcamino.edu/Library/labs

Text Materials on Reserve

Every effort is made to place required text materials for online courses on reserve in the Library (Periodicals/Reserve Dept.) for your use. An ECC Photo ID is necessary to use; see the Library Circulation 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. Visit the

following links for more information: http://eres.elcamino.edu/eres/default.aspx and http://eres.elcamino.edu/eres/default.aspx and http://eres.elcamino.edu/eres/default.aspx and http://eres.elcamino.edu/eres/default.aspx and http://eres.elcamino.edu/eres/default.aspx and http://eres.elcamino.edu/library_library_ser/index.asp

Tips from the Librarian

If Distance Education students are close enough to get to campus, they are advised to get a student ID which acts as their library card. Students can use many online periodical databases; however, you need the ID card to log on. Students with ID can choose any database found on this link: http://www.elcamino.edu/library/library_ser/liblinks/index.aspU31T Students can also find useful resources such as Subject guides, MLA citation help, Ask-A-Librarian online reference help, E-Res, and more here: http://www.elcamino.edu/library/library_ser/.

Accessibility

El Camino College 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 the Special Resources Center (http://www.elcamino.edu/academics/src/) or the Distance Education office for information about alternative formats.

Communication

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.

How to Access your Online Courses

The online courses at El Camino College use the ETUDES Course Management System as a delivery method. Some instructors may supplement with other systems, such as book publisher websites. Students need to check the course syllabus or if available on the Distance Education website (http://www.elcamino.edu/distanceEd/index.asp) to determine what systems are being used in their online course.

ETUDES Course Management System

At El Camino College all of our online courses are delivered using the ETUDES Course Management System. ETUDES stands for *Easy To Use Distance Education Software*. Within Etudes, your instructor has created and managed course content, performance assessments, and can communicate with students. Also, you will see announcements, the course syllabus, class discussions, assignments and grades posted.

ETUDES Login Instructions

Once you have officially registered for an online course class, you will be able to log into Etudes follow the steps below. Please note, you will not be able to log in to the course site until one week or the day the semester starts.

STEP 1: Go to https://myetudes.org/

When you log in for the first time, you will be required to enter your User ID and your password.

STEP 2: Your User ID is: the same as your User ID used to login to *MyECC*. The Admissions office gives each student enrolled in El Camino College a Student Identification (ID) number.

<u>EXAMPLE:</u> Albert Einstein is enrolled in an online ETUDES class and has the following User ID: albert_einstein [all lower case]

STEP 3: First time logging in 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

*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

STEP 4: Password after you log in:

- If this is the first time you are using Etudes, you will be prompted to change your password to something that's at least 8 characters long with at least one capital letter and one number.
- If this is not our first time using Etudes, please recall that you were asked to change your password to something that's at least 8 characters long with at least one capital letter and one number.

IMPORTANT: 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. (https://myetudes.org).

REMEMBER TO BOOKMARK THIS SITE TO ACCESS YOUR ONLINE CLASS OUICKLY!!

REMEMBER:

WRITE DOWN YOUR USER ID AND PASSWORD, AND STORE THEM IN A SAFE PLACE FOR FUTURE REFERENCE.

ETUDES Login Tips

Reasons why you may not be able to log on:

- Ø 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 the semester.
- Ø You are not a new user of the system, yet you are attempting to log on with the default password. Your password is not changed from term to term. Please recall that you were asked to change your password to something that's at least 8 characters long with at least one capital and one number.
- Ø 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 system the morning after you are officially enrolled in Admissions and entered into the system.
- Ø You are entering invalid login information.
- Ø You are attempting to log on from an unsupported browser, such as AOL or MSN (see <u>system requirements</u> for information).
- Ø You forgot your password or have the CAPS lock key on. You may request to have your
 password reset.
- Ø If your class is over and your instructor has disabled the site, you can no longer see a tab for the course.

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

ETUDES Technical Requirements

Computer and Internet Connectivity (PC and Mac)

General System Requirements:

- Screen resolution set to 1024 X 768.
- PCs should be running Win 2000 or XP, Vista, or Windows 7. Etudes works well with all Win versions.
- Macs should have OS X 10.3.X or above.
- System should have at least 1G of RAM (for faculty/authors, 1G is preferred).
- 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 **Firefox and Google Chrome**. **Internet Explorer** is also supported on the PC

Both browsers are available as free downloads below:

Get Firefox: http://www.mozilla.com/en-US/firefox/all.html

Get Google Chrome: https://www.google.com/intl/en/chrome/browser/

Get IE: http://www.microsoft.com/windows/internet-explorer/ie7/

Browsers for the Mac

For best experience with Etudes, use the latest version of Firefox. The latest version of Google Chrome and Safari are also supported. Mac users must be running OSX 10.3 or above. For more information, see: Mac Supported Browsers. Tablets do not fully support Etudes.

Notes:

Internet Explorer and Safari are not supported browsers for the Mac. Safari works well
for viewing materials, but you won't be able to use the editor for items that need to
communicate with the system, such as discussions, assignments, etc.

^{*} Note: Netscape, Opera, and any other browsers that are not listed here are not recommended.

- Many of our ETUDES users use Camino browser successfully. We do not conduct QA testing with Camino, however, and thus don't recommend it, as we cannot guarantee optimal performance across all areas of the ETUDES software.
- Netscape, Opera, and other browsers that are NOT listed here are not recommended.

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, Firefox, or Google Chrome. 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 some 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 some 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 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 link below.

◆PC Browser Cache and Firefox Update Settings

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

◆Configure Cookies, JavaScript and Pop-Up Blocker

1. Enable Java & JavaScript

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
- 6. Continue on to Step 2: Enable Cookies as listed below

Firefox - PC

- 1. From the Tools menu, select Options
- 2. Click on the Content icon
- 3. Make sure the Enable Java and Enable JavaScript checkboxes are selected
- 4. Be sure Block pop-up windows is **NOT** checked
- 5. Continue on to Step 2: Enable Cookies as listed below

Firefox - Mac

- 1. From the Firefox menu, select Preferences
- 2. Click on the Content icon
- 3. Make sure the Enable Java and Enable JavaScript checkboxes are selected
- 4. Be sure Block pop-up windows is **NOT** checked
- 5. Continue on to Step 2: Enable Cookies as listed below

2. Enable Cookies

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

Internet Explorer

- Select "Internet Options" from the Tools menu
- 2. Click on the "Privacy" tab
- 3. Manually slide the bar down to "Medium" (3rd up from bottom) under "Settings"
- 4. Click "OK"

Firefox - PC

- 1. From the Tools menu, select Options
- 2. Click on the Privacy icon
- 3. Check "Accept cookies from sites
- 4. Click "OK"

Firefox - Mac

- 1. From the Firefox menu, select Preferences
- 2. Click on the Privacy icon
- 3. Check "Accept cookies from sites
- 4. Close window

3. 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 (https://myetudes.org/portal) as an allowed site,

OR you may need to disable the pop-up blocker while using ETUDES.

To disable pop-up blockers for ETUDES:

- a) Search your hard drive for any software with "pop-up" in the name. Disable it or set the ETUDES URL (https://myetudes.org/portal) as an **allowed site**. Examples of popular pop-up blocking applications include:
 - Pop-Up Stopper
 - · Pop-Up Defender
 - Pop-Up Zapper

b) Pop-up blocking functions are included in some anti-virus, internet security, personal firewall, and browser programs. Disable the relevant setting in the program or set the ETUDES URL (https://myetudes.org/portal) as an allowed site. If you don't set the latter, you may not be able to open documents or see instructions that get loaded in pop-up windows.

For more information regarding programs that include pop-ups, visit the ETUDES System Requirements at http://etudes.org/gateway/Info_BrowserTuneUp.htm.

How to Add an Online Class

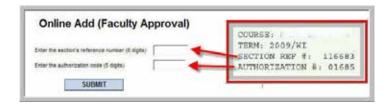
You <u>must get approval</u> from the instructor to add a class. There are four (4) ways to contact the instructor:

- 1. Attend the first class meeting (orientation) that is held on-campus. In most cases this will be the only face-to-face meeting you will have with your instructor. If space is available, the instructor will give you a code and instructions to login to the *MyECC* site for registration. It is the student's responsibility to follow the directions to add the class. For details, see below.
- 2. Contact the instructor by email. Many instructors prefer contact by email, especially if the course does not have any face-to-face meetings. You can find contact information for the instructor by going to the Distance Education web-page at http://www.elcamino.edu/library/distance-ed/ and clicking on "Our Faculty," located in the "Distance Education Quick Links" box on the right hand side of the home page. DE faculty members are listed in alphabetical order.
- 3. Contact the instructor by telephone. This can sometimes be challenging. Many of our faculty members are full-time instructors, and have offices on campus. The start of a semester can be very busy, and it is difficult for faculty to respond to a voicemail in a timely manner. Telephone information can also be found on the Distance Education website at http://www.elcamino.edu/library/distance-ed/. Click on "Our Faculty.
- 4. **Contact the instructor in person**. You can try to catch full-time instructors in their offices. You can contact their Division office to acquire their office schedule. Please remember that at the start of a semester, instructors are busy preparing for the new semester and **may not be in their office**.

Online Add Procedure: If you have met all the pre-requisites, have no time conflicts, have not had excessive repeats of the course, and/or do not owe fees, you will be added to the section. If you have questions about pre-requisites, consult the class schedule, school catalog, or speak with a counselor. Before adding the new section, drop the classes you are no longer taking. If you have a time conflict (e.g. a class you are enrolled in overlaps by one minute or more with a course you are trying to add), you will not be able to add the new class and no one is able to override that requirement. Note: the permission number only works for one student.

Please use the permission number the instructor has given you and follow the steps below to register for your section.

- 1. Go to: http://myecc.elcamino.edu.
- 2. Login in with your username and password.
- 3. Under WebAdvisor, click on "Registration".
- 4. Click on "Online Add with Faculty Permission".
- 5. You will see the screen below and be asked to enter the two sets of numbers on the sticker.



- 6. Click on the "SUBMIT" button.
- 7. Once you successfully add the section, use the "Make a Payment" link at the left of the screen in the "Financial Information" section and pay the amount due.

You are now added to the class and you do not need to go to the Admissions Office. If you encounter problems adding online, write down the error message you receive, if any, and please take the permission slip to the Admissions Office. If you cannot come to campus, please email your instructor with the error information.

Deadline to Add: You will not be able to add your class before the semester starts or after the add deadline. The deadline for regular term courses is published in the class schedule. Ask your instructor for the short term add deadline or you may examine the Short Term Class Calendar available in the Admissions Office or in the Academic Division offices.

High School Students

High school students follow the same process outlined above. Please review the information on the admission process for high school students located on the El Camino College website at http://www.elcamino.edu/studentservices/highschool/



Student Services and Campus Resources

Office	Location	Phone	Web Address
Admissions Office and Registration Information	Student Services Center, 1 st Floor	310.538.5700 or 310.660.6034	http://www.elcamino.edu/admissions/
Bookstore	Northwest of Student Services Center, Below Cafeteria	310.660.3380	http://elcamino.collegestoreonline.com/
Cashiers Office	Administration Building, 1 st Floor	310.660.3593 x3142	http://www.elcamino.edu/studentservices/cashiers/ index.asp
Counseling Office	Student Services Center, 1 st Floor	310.660.3458	http://www.elcamino.edu/studentservices/co/
Financial Aid Office	Student Services Center, 2 nd Floor	310.660.3493	http://www.elcamino.edu/studentservices/fao/
Library Media Technology Center (Computer Commons)	Schauerman Library, East Wing, Lower Level	310.660.3593 x6715	http://www.elcamino.edu/library/
Periodicals/Reserve Dept., Schauerman Library (Textbooks on Reserve)	Schauerman Library, East Wing, Main Level	310.660.3593 x3528	http://www.elcamino.edu/library/library_ser/index.asp
Learning Resources Center (Free Tutoring) Basic Skills	Schauerman Library, 2 nd Floor, West Wing	310.660.3511 or 310.660.3593 x6012 or 310.660.3593 x7495	http://www.elcamino.edu/library/lrc/tutoring/index.asp

Some Helpful Information

Get connected with *MyECC* at http://myecc.elcamino.edu. El Camino College's new internet based service is the best way to get connected to the college and the 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.

Students will also receive the latest campus updates and information further connecting them to the El Camino College community. Your course instructor's *name*, telephone number, office hours and office location are in the course syllabus, which is *distributed* by the instructor.

All offices at ECC can be reached by calling 1.866.ELCAMINO or visiting the El Camino College Web Page: http://www.elcamino.edu . Do you have a quick question about classes or a question for a counselor? Research your questions with our new Ask El Camino to find your answer.

Distance Education Class Schedule and Meeting Information

www.elcamino.edu/DistanceEd/ClassScheduleAndMeetingInfo.asp



El Camino College Distance Education Office Schauerman Library

East Wing, Lower Level, Room 76 (in the Library Media Technology Center) 310.660.6453 - DistanceEd@elcamino.edu - www.elcamino.edu/DistanceEd

Section # Time Instructor Room # Section # Time Instructor Room #

Distance Education

www.elcamino.edu/Library/DistanceEd (310-660-6453)

The following courses are Distance Education (DE) courses. A DE course may be online or hybrid. Online courses meet completely online (via the Internet using Etudes) and require you to complete an online course orientation, email the instructor before class starts or attend an on-campus course orientation. Hybrid courses have regular on-campus class meetings and a mandatory on-campus orientation. Specific class meeting and/or orientation requirement for each DE course are listed below and in the DE Class Schedule and Meeting Information on the DE website. Do not miss the orientation or you may be dropped from the class. If you enroll in a DE course, you must be proficient in computer, online communications and time management. A satisfactory score on the DE Readiness Assessment in the DE website, previous satisfactory completion of an online course, or completion or concurrent enrollment in Academic Strategies 60 is highly recommended. You must have at a minimum: computer with Internet connection, Windows XP or Mac OSX, Internet Explorer 8 or Firefox 9, Adobe Reader 8 and El Camino College Email. Additional software and plug-ins may be required by the instructor (such as Word, Flash). You may also use computer labs on campus to work on DE courses.

ONLINE COURSES

Administration of Justice 100 - 3 Units

Introduction to Administration of Justice
Recommended Preparation: English A

Administration of Justice 111 - 3 Units

Criminal Investigation

Recommended Preparation: English A

782 See Distance Education Website M. Fields ONLINE Section 4782 is a Distance Education online course. You must attend the first class meeting on Tuesday, January 20, from 7:00 p.m. to 9:00 p.m., in ADM 202 or you may be dropped from the course. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.

Anthropology 1 - 3 Units

Introduction to Physical Anthropology

Recommended Preparation: eligibility for English 1A

O See Distance Education Website M. Waters ONLINE Section 4100 is a Distance Education online course. You must login and complete the online orientation the first week of the semester or you may be dropped from the course. Instructions are available on the instructor's website: www.elcamino.edu/fac-ulty/mwaters. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.

4101 See Distance Education Website M. Waters ONLINE Section 4101 is a Distance Education online course. You must login and complete the online orientation the first week of the semester or you may be dropped from the course. Instructions are available on the instructor's website: www.elcamino.edu/fac-ulty/mwaters. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.

4103 See Distance Education Website K. Olson ONLINE Section 4103 is a Distance Education online course. You must contact the instructor at kolson@elcamino.edu before the start of the semester or you may be dropped from the course. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.

Anthropology 2 - 3 Units

Introduction to Cultural Anthropology

Recommended Preparation: eligibility for English 1A

4106 See Distance Education Website K. Olson ONLINE Section 4106 is a Distance Education online course. You must contact the instructor at kolson@elcamino.edu before the start of the semester or you may be dropped from the course. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.

Art 101 - 3 Units

Art and Visual Culture in Modern Life

Recommended Preparation: eligibility for English 1A

Note: formerly Art 1

Distance Education

www.elcamino.edu/DistanceEd

Distance Education courses are ideal for students who are looking for a convenient way to take courses. A wide variety of online and hybrid courses are available. The course content, course credit, cost per unit and enrollment process is the same as equivalent courses offered on campus. We strongly recommended that you review the <u>DE Web page</u> for information on requirements, procedures, and other program materials. If this is your first time taking an online course, we strongly urge you to take the <u>DE Readiness Assessment</u> on the <u>DE Web page</u> to help determine if you are ready to successfully take college-level courses online.

Section # Time Instructor Room # **Section # Time** Instructor Room # Art 102A - 3 Units Child Development 131 - 2 Units History of Western Art - Prehistoric to Gothic Supervising and Mentoring Adults Recommended Preparation: eligibility for English 1A Prerequisite: Child Development 125 or 126 with a minimum grade of C or concurrent Note: formerly Art 2 enrollment or 50 days of preschool teaching experience within the past two years See Distance Education Website J. Young . . . ONLINE Section 4128 is a Distance Education online course. You must contact the instructor at 4503 meeting on Tuesday, January 20, from 6:00 p.m to 7:00 p.m., in ARTB 106 or you may jyoung@elcamino.edu before the start of the semester or you may be dropped from the be dropped from the course. For specific course information, please visit the Distance course. For specific course information, please visit the Distance Education website Education website and also read the Student Handbook for Online Courses available in and also read the Student Handbook for Online Courses available in the Distance the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. Education Office or on the website at www.elcamino.edu/DistanceEd. **Business 15 - 3 Units** Child Development 150 - 3 Units Survey of Children with Special Needs Business Mathematics Recommended Preparation: eligibility for English 84 Prerequisite: Child Development 103 with a minimum grade of C or concurrent enroll-See Distance Education Website D. McGovern ONLINE Section 4306 is a Distance Education online course. You must attend the first class See Distance Education Website J. Young ONLINE Section 4131 is a Distance Education online course. You must contact the instructor at meeting on Saturday, January 17, from 9:00 a.m. to 11:00 a.m., in MBA 303 or contact the instructor at dmcgovern@elcamino.edu before the start of the semester or you may jyoung@elcamino.edu before the start of the semester or you may be dropped from the be dropped from the course. For specific course information, please visit the Distance course. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. Education Office or on the website at www.elcamino.edu/DistanceEd. Section 4306 meets from: January 17 to March 13, 2015. Computer Aided Design/Drafting 7 - 3 Units **Business 19 - 3 Units** Wireframe with Surfaces, Solid Modeling Assemblies Principles of Retailing Management Recommended Preparation: Computer Aided Design/Drafting 5 with a minimum grade Recommended Preparation: eligibility for English A of C or one year of high school drafting or industry experience See Distance Education Website D. McGovern ONLI Section 4308 is a Distance Education online course. You must attend the first class Note: formerly Computer Aided Design/Drafting 10abcd See Distance Education Website F. Weeks. ONLINE Section 4790 is a Distance Education online course. You must contact the instructor at meeting on Saturday, March 21, from 9:00 a.m. to 11:00 a.m., in MBA 303 or contact the instructor at dmcgovern@elcamino.edu before the start of the semester or you may fweeks@elcamino.edu before the start of the semester or you may be dropped from the be dropped from the course. For specific course information, please visit the Distance course. For specific course information, please visit the Distance Education website Education website and also read the Student Handbook for Online Courses available in and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. Section 4790 will the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. Section 4308 meets from: March 21 to May 15, 2015. use AUTOCAD software. Please note this class was formerly CADD 10. Child Development 103 - 3 Units Computer Aided Design/Drafting 31 - 2 Units Orientation to CATIA Child Growth and Development Recommended Preparation: eligibility for English 1A Recommended Preparation: Computer Aided Design/Drafting 5 or equivalent; eligibility 4111 See Distance Education Website S. Baxter... for English 84 Section 4111 is a Distance Education online course. You must contact the instructor at Note: Computer Aided Design/Drafting 31abcd See Distance Education Website D. Glenn ONLINE Section 4791 is a Distance Education online course. You must contact the instructor at sbaxter@elcamino.edu before the start of the semester or you may be dropped from the course. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance dglenn@elcamino.edu before the start of the semester or you may be dropped from the course. For specific course information, please visit the Distance Education website Education Office or on the website at www.elcamino.edu/DistanceEd. See Distance Education Website J. Young ONLINE Section 4112 is a Distance Education online course. You must contact the instructor at and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. jyoung@elcamino.edu before the start of the semester or you may be dropped from the course. For specific course information, please visit the Distance Education website Contemporary Health 1 - 3 Units and also read the Student Handbook for Online Courses available in the Distance Personal and Community Health Issues Education Office or on the website at www.elcamino.edu/DistanceEd. Recommended Preparation: eligibility for English A or 84 See Distance Education Website D. Lofgren ONI Section 4571 is a Distance Education online course. You must attend the first class Child Development 104 - 3 Units The Home, the School, the Community meeting on Wednesday, January 21, from 5:00 p.m. to 6:00 p.m., in PE-N 26 or you may Recommended Preparation: eligibility for English 1A be dropped from the course. For specific course information, please visit the Distance See Distance Education Website S. Baxter ONLINE Section 4117 is a Distance Education online course. You must contact the instructor at sbaxter@elcamino.edu before the start of the semester or you may be dropped from Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. See Distance Education Website T. Hazell ONLINE Section 4572 is a Distance Education online course. You must attend the first class the course. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance meeting on Thursday, January 22, from 4:30 p.m. to 5:30 p.m., in PE-N 28 or you may Education Office or on the website at www.elcamino.edu/DistanceEd. be dropped from the course. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in Child Development 114 - 3 Units the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. Observing and Assessing Young Children See Distance Education Website L. Pattison. ONLINE 4573 Prerequisite: Child Development 103 with a minimum grade of C or concurrent enroll-Section 4573 is a Distance Education online course. You must attend the first class meeting on Tuesday, January 20, from 5:00 p.m. to 6:00 p.m., in PE-N 27 or you may Recommended Preparation: eligibility for English 1A dropped from the course. For specific course information, please visit the Distance Note: formerly Child Development 34 Education website and also read the Student Handbook for Online Courses available in See Distance Education Website . . the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. sbaxter@elcamino.edu before the start of the semester or you may be dropped from before the start of the semester at ldelzeit@elcamino.edu and visit the instructor's the course. For specific course information, please visit the Distance Education website website at http://youth.net/ecc for course information or you may be dropped from the and also read the Student Handbook for Online Courses available in the Distance

Education Office or on the website at www.elcamino.edu/DistanceEd.

course. For specific course information, please visit the Distance Education website

and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.

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7134	Section 41 dblack@el informatio Handbook	54 is a Distance Education <u>Icamino.edu</u> or you may lead on the Distan on the Distanton o	on online course. You must contact be dropped from the course. For spice be Education website and also read table in the Distance Education Offic	t the instructor at ecific course I the Student				

Section # **Time** Instructor Room # **Section #** Time Instructor Room # Music 116 - 3 Units Physical Education 277 - 3 Units Introduction to Kinesiology and Physical Education History of Rock Music Recommended Preparation: eligibility for English 1A Recommended Preparation: eligibility for English A or 84 See Distance Education Website R. Uphoff. ONLINE Section 4580 is a Distance Education online course. You must contact the instructor at Note: formerly Music 16 4580 4518 ruphoff@elcamino.edu before the start of the semester or you may be dropped from the meeting on Wednesday, January 21, from 6:00 p.m. to 8:00 p.m., in MUSI 203 or you course. You must attend the first class meeting on Thursday, January 22, from 6:00 may be dropped from the course. For specific course information, please visit the p.m. to 7:00 p.m., in PE-N 28 or you may be dropped from the course. For specific Distance Education website and also read the Student Handbook for Online Courses course information, please visit the Distance Education website and also read the available in the Distance Education Office or on the website at Student Handbook for Online Courses available in the Distance Education Office or on www.elcamino.edu/DistanceEd. the website at www.elcamino.edu/DistanceEd. See Distance Education Website N. Fernley Section 4582 is a Distance Education online course. You must attend the first class Nutrition and Foods 11 - 3 Units meeting on Wednesday, January 21, from 5:00 p.m. to 6:00 p.m., in PE-N 27 or you may Nutrition be dropped from the course. For specific course information, please visit the Distance Recommended Preparation: English A Education website and also read the Student Handbook for Online Courses available in See Distance Education Website J. Gray ONLINE Section 4797 is a Distance Education online course. You must contact the instructor at the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. jgray@elcamino.edu or you may be dropped from the course. For specific course infor-Political Science 1 - 3 Units mation, please visit the Distance Education website and also read the Student Governments of the United States and California Handbook for Online Courses available in the Distance Education Office or on the web-Recommended Preparation: eligibility for English 1A site at www.elcamino.edu/DistanceEd. See Distance Education Website M. Lyons ONLINE See Distance Education Website L. Houske ONLINE Section 4798 is a Distance Education online course. You must contact the instructor at Section 4183 is a Distance Education online course. You must attend the first class mlyons@elcamino.edu or you may be dropped from the course. For specific course meeting on Wednesday, January 21, from 5:00 p.m. to 6:00 p.m. or 6:00 p.m. to 7:00 information, please visit the Distance Education website and also read the Student p.m., in SOCS 201 or you may be dropped from the course. For specific course informa-Handbook for Online Courses available in the Distance Education Office or on the webtion, please visit the Distance Education website and also read the Student Handbook site at www.elcamino.edu/DistanceEd. for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. Oceanography 10 - 4 Units See Distance Education Website L. Houske ONLINE Section 4184 is a Distance Education online course. You must attend the first class Introduction to Oceanography Recommended Preparation: eligibility for English 84 meeting on Wednesday, January 21, from 5:00 p.m. to 6:00 p.m. or 6:00 p.m. to 7:00 p.m., in SOCS 201 or you may be dropped from the course. For specific course informa-See Distance Education Website T. Noyes ONLINE tion, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. meeting on Friday, January 23, from 9:30 a.m. to 12:40 p.m., in NATS 218 or you may See Distance Education Website J. Georges be dropped from the course. The laboratory portion of this course meets on campus Section 4185 is a Distance Education online course. You must contact the instructor at most Fridays from 9:30 a.m. to 12:40 p.m., in NATS 218. Some labs will be online. For jgeorges@elcamino.edu before the semester starts or you may be dropped from the specific course information, please visit the Distance Education website and also read course. For specific course information, please visit the Distance Education website the Student Handbook for Online Courses available in the Distance Education Office or and also read the Student Handbook for Online Courses available in the Distance on the website at www.elcamino.edu/DistanceEd. Education Office or on the website at $\underline{www.elcamino.edu/DistanceEd}.$ See Distance Education Website E. Munoz. Philosophy 2 - 3 Units Section 4186 is a Distance Education online course. You must attend the first class Introduction to Philosophy meeting on Wednesday, January 21, from 4:00 p.m. to 5:30 p.m., in SOCS 123 or you Recommended Preparation: eligibility for English 1A may be dropped from the course. For specific course information, please visit the See Distance Education Website E. Shadish. Distance Education website and also read the Student Handbook for Online Courses Section 4170 is a Distance Education online course. You must contact the instructor at available in the Distance Education Office or on the website at eshadish@elcamino.edu before the start of the semester or you may be dropped from www.elcamino.edu/DistanceEd. the course. For specific course information, please visit the Distance Education web-See Distance Education Website E. Munoz. ONLINE site and also read the Student Handbook for Online Courses available in the Distance Section 4187 is a Distance Education online course. You must attend the first class Education Office or on the website at www.elcamino.edu/DistanceEd. meeting on Wednesday, January 21, from 5:30 p.m. to 7:00 p.m., in SOCS 118 or you may be dropped from the course. For specific course information, please visit the Philosophy 3 - 3 Units Distance Education website and also read the Student Handbook for Online Courses Ethics and Society available in the Distance Education Office or on the website at Recommended Preparation: eligibility for English 1A www.elcamino.edu/DistanceEd. J. Georges See Distance Education Website F. Leon See Distance Education Website . . . Section 4188 is a Distance Education online course. You must contact the instructor at Section 4172 is a Distance Education online course. You must contact the instructor at fleon@elcamino.edu before the start of the semester or you may be dropped from the jgeorges@elcamino.edu before the semester starts or you may be dropped from the course. For specific course information, please visit the Distance Education website course. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. Education Office or on the website at www.elcamino.edu/DistanceEd. Philosophy 8 - 3 Units Political Science 10 - 3 Units Introduction to International Relations Introduction to Logic Recommended Preparation: eligibility for English 1A Recommended Preparation: Political Science 1; eligibility for English 1A See Distance Education Website F. Leon ONLINE Section 4173 is a Distance Education online course. You must contact the instructor at See Distance Education Website E. Munoz ONI Section 4189 is a Distance Education online course. You must attend the first class ONI INF meeting on Wednesday, January 21, from 7:00 p.m. to 8:30 p.m., in SOCS 118 or you fleon@elcamino.edu before the start of the semester or you may be dropped from the course. For specific course information, please visit the Distance Education website may be dropped from the course. For specific course information, please visit the and also read the Student Handbook for Online Courses available in the Distance Distance Education website and also read the Student Handbook for Online Courses Education Office or on the website at www.elcamino.edu/DistanceEd. available in the Distance Education Office or on the website at See Distance Education Website J. Georges www.elcamino.edu/DistanceEd. Section 4174 is a Distance Education online course. You must contact the instructor at jgeorges@elcamino.edu before the start of the semester or you may be dropped from Psychology 2 - 3 Units the course. For specific course information, please visit the Distance Education website Psychology for Effective Living and also read the Student Handbook for Online Courses available in the Distance Recommended Preparation: eligibility for English 1A Education Office or on the website at www.elcamino.edu/DistanceEd. meeting on Tuesday, January 20, from 7:00 p.m. to 8:00 p.m., in SOCS 119 or you may be dropped from the course. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in

the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.

Section # Time Instructor Room # **Section # Time** Instructor Room # Psychology 5 - 3 Units See Distance Education Website F. Dowden ONLINE Section 4290 is a Distance Education online course. You must contact the instructor at General Psychology sdowden@elcamino.edu before the start of the semester or you may be dropped from Recommended Preparation: eligibility for English 1A the course. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. meeting on Tuesday, January 20, from 5:00 p.m. to 7:00 p.m., in SOCS 123 or you may be dropped from the course. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in sdowden@elcamino.edu before the start of the semester or you may be dropped from the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. the course. For specific course information, please visit the Distance Education web-See Distance Education Website A. Simon ONLINE site and also read the Student Handbook for Online Courses available in the Distance Section 4192 is a Distance Education online course. You must attend the first class Education Office or on the website at www.elcamino.edu/DistanceEd. meeting on Wednesday, January 21, from 5:00 p.m. to 7:00 p.m., in SOCS 211 or you 4292 may be dropped from the course. For specific course information, please visit the Section 4292 is a Distance Education online course. You must contact the instructor at Distance Education website and also read the Student Handbook for Online Courses kstone@elcamino.edu before the start of the semester or you may be dropped from the available in the Distance Education Office or on the website at course. For specific course information, please visit the Distance Education website www.elcamino.edu/DistanceEd. and also read the Student Handbook for Online Courses available in the Distance See Distance Education Website R. Galbavy ONLINE
Section 4193 is a Distance Education online course. You must contact the instructor at Education Office or on the website at www.elcamino.edu/DistanceEd. rgalbavy@elcamino.edu before the start of the semester or you may be dropped from Sociology 102 - 3 Units the course. For specific course information, please visit the Distance Education web-The Family site and also read the Student Handbook for Online Courses available in the Distance Recommended Preparation: Sociology 101; eligibility for English 1A Education Office or on the website at www.elcamino.edu/DistanceEd. See Distance Education Website P. Aguilera ONLINE Section 4293 is a Distance Education online course. You must contact the instructor at See Distance Education Website R. Galbavy 4293 Section 4194 is a Distance Education online course. You must contact the instructor at rgalbavy@elcamino.edu before the start of the semester or you may be dropped from paguilera@elcamino.edu before the start of the semester or you may be dropped from the course. For specific course information, please visit the Distance Education webthe course. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance site and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. Education Office or on the website at www.elcamino.edu/DistanceEd. See Distance Education Website A. Simon . . . Sociology 104 - 3 Units Section 4195 is a Distance Education online course. You must attend the first class meeting on Monday, January 19, from 5:00 p.m. to 7:00 p.m., in SOCS 123 or you may Social Problems be dropped from the course. For specific course information, please visit the Distance Recommended Preparation: Sociology 101; eligibility for English 1A Education website and also read the Student Handbook for Online Courses available in 4295 ONI INF the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. meeting on Wednesday, January 21, from 8:00 p.m. to 9:30 p.m. in ARTB 307 or you Psychology 7 - 3 Units may be dropped from the course. For specific course information, please visit the Physiological Psychology Distance Education website and also read the Student Handbook for Online Courses Prerequisite: Psychology 5 with a minimum grade of C available in the Distance Education Office or on the website at See Distance Education Website R. Mascolo ONLINE Section 4196 is a Distance Education online course. You must contact the instructor at www.elcamino.edu/Distance Ed. www.elcamino.edu/faculty/rmascolo before the start of the semester or you may be Sociology 112 - 3 Units dropped from the course. For specific course information, please visit the Distance Introduction to Criminology Education website and also read the Student Handbook for Online Courses available in Recommended Preparation: Sociology 101; eligibility for English 1A the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. See Distance Education Website P. Aguillera ONLINE Section 4298 is a Distance Education online course. You must contact the instructor at See Distance Education Website R. Mascolo ONLINE Section 4196 is a Distance Education online course. You must contact the instructor at paguilera@elcamino.edu before the start of the semester or you may be dropped from http://www.elcamino.edu/faculty/rmascolo before the start of the semester or you may the course. For specific course information, please visit the Distance Education webbe dropped from the course. For specific course information, please visit the Distance site and also read the Student Handbook for Online Courses available in the Distance Education website and also read the Student Handbook for Online Courses available in Education Office or on the website at www.elcamino.edu/DistanceEd. the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. Theatre 103 - 3 Units Psychology 16 - 3 Units Theatre Appreciation Lifespan Development Recommended Preparation: eligibility for English 84 or ESL 52C Prerequisite: Psychology 5 with a minimum grade of C See Distance Education Website S. Fagan 4525 . ONLINE Section 4525 is a Distance Education online course. You must attend the first class course site at http://myetudes.org and follow the instructions before the start of the meeting on Tuesday, January 20, from 6:00 p.m. to 8:00 p.m., in MUSI 203 or you may semester or you may be dropped from the course. For specific course information, be dropped from the course. For specific course information, please visit the Distance please visit the Distance Education website and also read the Student Handbook for Education website and also read the Student Handbook for Online Courses available in Online Courses available in the Distance Education Office or on the website at the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. www.elcamino.edu/DistanceEd. **HYBRID COURSES** course site at http://myetudes.org and follow the instructions before the start of the Computer Information Systems 13 - 3 Units semester or you may be dropped from the course. For specific course information, Computer Information Systems please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at Prerequisite: eligibility for English 84 Recommended Preparation: Business 15 or Mathematics 23 www.elcamino.edu/DistanceEd. Note: Windows 8 and Office 2013 will be used in all sections of Computer Information Sociology 101 - 3 Units Systems 13. Introduction to Sociology 4342 See Distance Education Website P. Vacca Section 4342 is a Distance Education Hybrid course that includes both online instruc-Prerequisite: eligibility for English 1A tion and weekly on-campus class meetings. You must contact the instructor at pvac-See Distance Education Website M. Din ONI Section 4289 is a Distance Education online course. You must attend the first class ca@elcamino.edu with name and section number in the subject line before the start of the semester or you may be dropped from the course. This section will meet every meeting on Tuesday, January 20, from 6:00 p.m. to 7:00 p.m., in SOCS 117 or you may Tuesday, from 4:15 p.m. to 5:45 p.m., in MBA 308. Students enrolling in this course will be dropped from the course. For specific course information, please visit the Distance need to have Windows 8.1 and Office 2013. For specific course information, please visit Education website and also read the Student Handbook for Online Courses available in the Distance Education website and also read the Student Handbook for Online Courses the Distance Education Office or on the website at www.elcamino.edu/DistanceEd. available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.

Section # Time Instructor Room # Section # Time Instructor Room #

First Aid 1 - 3 Units

First Aid, Cardiopulmonary Resuscitation (CPR) and Basic Emergency Care
Recommended Preparation: eligibility for English A or English 84
Note: Certifying agencies charge an administrative fee for students who pass the
exams and wish to receive certification. Obtaining certification documentation from
these agencies is optional. Students may be required to obtain proof of certification for
other needs or outside agency requirements. El Camino College is not a certifying

agency.

Mathematics 40 - 4 Units

Elementary Algebra

Prerequisite: Mathematics 23 or Mathematics 25 with a minimum grade of C in prerequisite or qualification by testing (El Camino College Mathematics Placement Test) and assessment

Note: Mathematics 40 is equivalent to one year of high school algebra.

Mathematics 73 - 5 Units

Intermediate Algebra for General Education

Prerequisite: Mathematics 40 or Mathematics 43 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment

See Distance Education Website M. Roeun ONLINE Section 4826 is a Distance Education Hybrid course that includes both online instruction and weekly on-campus class meetings. You must attend the first class meeting on Saturday, January 17, from 8:30 a.m. to 10:50 a.m., in MBA 317 and contact the instructor at mroeun@elcamino.edu or you may be dropped from the course. This section will meet on campus every Saturday, from 8:30 a.m. to 10:50 a.m., in MBA 317. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.

4827 See Distance Education Website K. Moreno ONLINE Section 4827 is a Distance Education Hybrid course that includes both online instruction and weekly on-campus class meetings. You must attend the first class meeting on Tuesday, January 20, from 4:00 p.m. to 6:20 p.m., in MBA 217 or you may be dropped from the course. This section will meet on campus every Friday, from 4:00 p.m. to 6:20 p.m., in MBA 217. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.



Mathematics 150 - 4 Units

Elementary Statistics with Probability

Prerequisite: Mathematics 67 or Mathematics 73 or Mathematics 80 with a minimum grade of C in prerequisite or qualification by testing (El Camino College Mathematics Placement Test) and assessment

Note: You must have satisfied the course prerequisite at El Camino College or another accredited college. A transcript or grade slip is required for verification of a grade from another college.

4830 See Distance Education Website D. Nguyen ONLINE Section 4830 is a Distance Education Hybrid course that includes both online instruction and weekly on-campus class meetings. You must attend the first class meeting on Tuesday, January 20, from 7:00 p.m. to 8:55 p.m., in MBA 120 and contact the instructor at dnguyen@eleamino.edu or you may be dropped from the course. This section will meet on campus every Tuesday from 7:00 p.m. to 8:55 p.m., in MBA 120. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.

4831 See Distance Education Website A. Silva ONLINE Section 4831 is a Distance Education Hybrid course that includes both online instruction and weekly on-campus class meetings. You must attend the first class meeting on Thursday, January 22, from 5:00 p.m. to 6:55 p.m., in MBA 211 and contact the instructor at asilva@elcamino.edu or you may be dropped from the course. This section will meet on campus every Tuesday, from 5:00 p.m. to 6:55 p.m., in MBA 211. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.

Economics

(Division of Behavioral & Social Sciences 310-660-3735)

Economics 5 - 3 Units

Fundamentals of Economics

Recommended Preparation: eligibility for English 1A

Note: Economics 5 with a minimum grade of C satisfies the recommended preparation for Economics 1. Students who have received credit in Economics 1 and 2 will not receive credit for Economics 5

Evening Hours

2210 6:00-9:10pm Th LEC T. Carter SOCS 208

Economics 1 - 3 Units

Principles of Economics: Macroeconomics

Prerequisite: Mathematics 73 or 80 with a minimum grade of C or qualification by testing (El Camino College Mathematics Placement Test) and assessment

 2218
 7:45-9:10am TTh LEC
 K. Yankey
 SOCS 121

 2220
 9:30-12:40pm F LEC
 T. Glenn
 SOCS 210

 Section 2220 meets on Fridays from: January 23 to May 15, 2015. Class will not meet on February 6, 2015.

 2222
 11:15-12:40pm MW LEC
 M. Inouye
 SOCS 118

 2224
 11:15-12:40pm TTh LEC
 T. Glenn
 SOCS 118

 2226
 1:00-2:25pm MW LEC
 M. Inouye
 SOCS 118

 2230
 1:00-2:25pm MW LEC
 T. Carter
 SOCS 208

 2232
 3:00-4:25pm MW LEC
 M. Inouye
 SOCS 118

Evening Hours

 2234
 6:00-9:10pm T LEC
 T. Carter
 SOCS 208

 2238
 6:00-9:10pm Th LEC
 F. Tahernia
 SOCS 120

34 See Distance Education Website M. Keskinel ONLINE Section 4134 is a Distance Education online course. You must contact the instructor at mkeskinel@elcamino.edu before the start of the semester or you may be dropped from the course. For specific course information, please visit the Distance Education website and also read the Student Handbook for Online Courses available in the Distance Education Office or on the website at www.elcamino.edu/DistanceEd.