



DISTANCE EDUCATION ADVISORY COMMITTEE (DEAC) MEETING

OCT. 17, 2013



AGENDA

12:50 – 1:00 PM	Welcome
1:00 – 1:10 PM	Online Course Syllabus Checklist
1:10 – 1:30 PM	Online Course Review Checklist Procedures
1:30 – 2:00 PM	Online Course Orientation Standardization

ONLINE COURSE SYLLABUS CHECKLIST

		
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NOTES



Distance Education • Learning Resources Unit Procedures
 Document Title: **Online Course Syllabus Checklist/Guidelines**
 Last Updated: Sept. 19, 2013 by the Distance Education Office
☒ Draft ☐ Final

This checklist/guide lists all information that an Online Course Syllabus should provide. While you will have your own way of creating an on-campus course syllabus, there are several differences between your on-campus and your online syllabus. This checklist/guide will give you specific language and examples that you can easily use for the online components of your course. Feel free to cut and paste or adapt the parts of this guide that are relevant to your course. It is not mandatory that your individual course syllabus conform exactly to this example OR Information with asterisks are optional; the rest are required. To ensure that your syllabus (just like all your other course materials) is Section 508 compliant, refer to [CSU Chico's Accessible Syllabus Checklist](#).

Instructor Information

- ☐ Instructor's Name – short description short description short description
- ☐ Instructor's Contact Information – short description short description short description
- ☐ Instructor's Communication Policy – short description short description short description
- ☐ Instructor's Brief Bio and Welcome Message* – short description short description short description

Course Information

- ☐ Course Meeting Times and Room for Hybrid Courses – short description short description short description
- ☐ Course Description – short description short description short description
- ☐ Course Structure – short description short description short description
- ☐ Student Learning Outcomes – short description short description short description
- ☐ Class Philosophy* – short description short description short description

Required and Recommended Materials

- ☐ Textbook – short description short description short description
- ☐ Computer Requirements – short description short description short description
- ☐ Technology Skills – short description short description short description
- ☐ Online Readiness and Learning Style – short description short description short description
- ☐ Time Commitment – short description short description short description
- ☐ Etudes Access – short description short description short description

Policies

- ☐ Drop Policy – short description short description short description
- ☐ Participation Policy – short description short description short description
- ☐ Netiquette – short description short description short description
- ☐ Grading Policy – short description short description short description
- ☐ Academic Honesty – short description short description short description
- ☐ Special Needs – short description short description short description
- ☐ Disaster Maintenance Plan – short description short description short description
- ☐ Academic and Technical Support – short description short description short description
- ☐ Class Schedule – short description short description short description
- ☐ Tips for Success* – short description short description short description
- ☐ Affirmation Statement – short description short description short description

Details and examples for each item in this checklist are available in the **Online Syllabus Checklist Supplement**.



Distance Education • Learning Resources Unit Procedures
 Document Title: **Online Course Syllabus Checklist Supplement**
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Instructor's Information

Instructor's Name	First Name and Last Name	
Instructor's Contact Information	Email Address Phone Number On-Campus Office Virtual Office (CCC Confer Virtual Room, Skype, GoogleHangout, Facebook)*	
Instructor's Communication Policy	State response turn-around time, preferred method and other means of communication Example: Announcements will be posted in Etudes on a regular basis. They will appear on the class homepage when you login and/or will be sent to you directly through your El Camino College email. Please make sure to check them regularly, as they will contain any important information about upcoming assignments or class concerns. I will respond to your questions within 24 hours, usually sooner, but slower on the weekends. If I do not respond within 24 hours, assume that I did not get your message and resend it. You may reach me through: • Etudes Private Messaging (preferred method) • Email at riyoung@elcamino.edu • Q&A Forum for general questions that you would like to share with the class • Virtual office, phone and in-person on Mondays and Wednesdays 9-11AM Resources: Video on tips when crafting your communication policy – Elisa Cooper	
Instructor's Brief Bio and Welcome Message*	Introduce yourself to the class and welcome your students in an encouraging tone. Example: Art Appreciation Syllabus – Michelle Packansky-Brock	

Course Information

Course Information	Course Name Course Number Course Title Course Section Number	
Course Meeting Times and Room for Hybrid Courses	Example: This class will meet on campus every Wednesday, from 12:30 p.m. 2:00 p.m., in LA 108.	
Course Description	Enter Catalog Description	
Course Structure	Clarify if this is a fully online class or if there are mandatory on-campus meetings	

	including orientation. Also state when materials for the new week/module will be available. Example 1: (Fully Online) This course is conducted entirely online, which means you do not have to be on campus to complete any portion of it. You will participate in the course using Etudes as well as access online lessons, course materials, assignments and grades. Etudes Access instructions is on page #. Each of our 16 weeks officially begins each Monday. You will regularly have assignments to turn in throughout the week. However, I will make your new weekly content available 48 hours early (Saturday morning) to give you some extra time. Example 2: (Fully Online with one on-campus orientation) You must attend a mandatory orientation on Monday, August 26, from 6:00 p.m. to 8:00 p.m., in ADM 202 or you may be dropped from the course. The rest of the sessions will be online, which means you do not have to be on campus to complete any portion of it. You will participate in the course using Etudes as well as access online lessons, course materials, assignments and grades. Etudes Access instructions is on page#. Each of our 16 weeks officially begins each Monday. You will regularly have assignments to turn in throughout the week. However, I will make your new weekly content available 48 hours early (Saturday morning) to give you some extra time. Example 3: (Hybrid) Section 4343 is a Distance Education Hybrid course that includes both online instruction and weekly on-campus meetings. You must attend the first class meeting on Wednesday, August 28, from 4:15 p.m. to 5:40 p.m., in MBA 308 or you may be dropped from the course. This section will meet on campus every Wednesday, from 4:15 p.m. to 5:40 p.m., in MBA 308. You will participate in the online component of this course using Etudes as well as access online lessons, course materials, assignments and grades. Etudes Access instructions is on page#. Each of our 16 weeks officially begins each Monday. You will regularly have assignments to turn in throughout the week. However, I will make your new weekly content available 48 hours early (Saturday morning) to give you some extra time.	
Student Learning Outcomes	List the Student Learning Outcomes for the course	
Class Philosophy*	A class philosophy is an optional addition to your syllabus but it's one that could really customize the feel and personality of your class to your students. It defines your teaching style, your tone, and further sets expectations for your students that aren't defined in your policies. Example: This class is a community. We all have the same objective: to learn. Online students often feel isolated but it's important to know you are not in this alone! I need each of you to approach our online class with a great attitude and a willingness to help each other. Many problems and questions can be resolved by asking a fellow student. I am always here to help you but I truly believe your experience will be better if you communicate with your fellow students throughout the semester. Let's work together to make this semester great for everyone!	

Required and Recommended Materials



Textbook	Required Text: List required course textbooks. Include detail such as full name of textbook, author, edition, ISBN, description (if desired), and where it can be purchased. If a required text is available online, indicate where it can be accessed. Recommended Texts & Other Readings: List other readings available and how/where to access them. Include a general statement such as Other readings will be made available in Etudes.	
Computer Requirements	List the software and hardware tools needed by the student to succeed in the course. Also include access to computer labs on-campus. Example: In an online and hybrid class most of your readings and assignments will be in Etudes so you need to make sure that you will have access to a computer and internet to complete your course. Your computer should have some basic software and hardware in order to use Etudes. Minimum Computer Requirements: • Operating System: Windows 7 • Browser: Firefox • Internet Connection: DSL or Cable • Peripherals: Microphone and Webcam • Software: PDF Reader, Word 2010, PowerPoint 2010 • Plugin: Java, Shockwave/Flash Player If you do not have access to a computer, there are many computer labs on campus that you can use to participate in the course. Most public libraries also have computers with internet access that you can use for free. However, please make sure that these machines satisfy the minimum computer requirement stated above. Resources: http://online.pasadena.edu/learnmore/computer-requirements	
Technology Skills	List the technology skills needed by the student to succeed in your course. Example: To work on this course, it is assumed you have: • Basic computer skills (word processing, e-mail, file management) • Basic Internet skills (use of browser, searches, uploading/downloading files) • Familiarity with discussion boards • An open mind and willingness to try new things Resources: http://www.elcamino.edu/library/distance-ed/facultyresources/files/TechReqSkills.pdf	
Online Readiness and Learning Style	Provide Resources for New Online Students and Link to the Online Readiness and Learning Style assessment Example: Online learning is different from a traditional on-campus class, and it is important to understand what skills you need to be successful in the online classroom. Successful online students are motivated and self-directed learners (like to take control of their	

	own learning). To do well in the online classroom, it's important that you: • are comfortable with technology • have good communication skills • have good time management skills • understand your learning preferences (how you like to study) I strongly urge you to take the DE Readiness Assessment in the DE website to help determine if you are ready to successfully take college-level courses online. It will also help you to find out how you learn best by completing a Learning Style Assessment. Resources: http://distance.uh.edu/online_learning.html Mira Costa's Test Your Potential as An Online Student Cerro Coso's Online Student Skills Quiz Sierra College's Online Student Readiness Quiz "Are You Ready?" online student guide	
Time Commitment	Emphasize the estimated number of hours each student should expect to commit to this course Example: Completion of this course including readings, discussions, assignments and projects should take at least 10 hours per week. You will not be able to work on this course just on weekends. In fact, you'll probably have to do work on it just about every day, say 2 hours at a time, so as not to fall behind. Your time commitment will vary based upon your own level of experience with web technologies. Resources: Number of Student Hours	
Etudes Access	Example: Etudes is our virtual classroom where you can access course materials and assignment instructions as well as participate in class discussions and submit requirements. • To login to Etudes, follow the video tutorials on the How to Login to Etudes page • To use Etudes, please refer to the Etudes Student Help Tutorials and Etudes Student User Guide • To navigate our class, watch a video tour of our online class* Resources: Lisa Lane demonstrates the navigation of her online Western Civilization course at MiraCosta College	
Course Policies		
Drop Policy	All distance education courses currently follow the El Camino College Drop Policy. In a face-to-face class, it may be easy to institute a policy that says, "Students who do not attend class on the first day will be dropped." Translating this policy to an online class can be tricky. You may find that you have a number of online students who "lurk" the first week (they log in and check out your course but don't complete any work). So, you should establish a requirement to have students actively complete a task or a set of tasks by a particular date in order to avoid being dropped. Here are some examples: • Create a "Check In" discussion forum and require students to participate in the forum,	

	following your clear instructions, prior to a specific day early in the course: Day 3, for example. • Require students who wish to stay enrolled to complete ALL assignments in the first learning module by to the due date. • Require students to complete a Syllabus Quiz with a satisfactory score	
Participation Policy	If you monitor, track, and/or score student participation, explain how you will keep track and how often students should be accessing the course. Example: Participation is essential to your success in this class. In online courses, you are required to participate just as if you were in an on-campus class. This means that in order to get full credit for participation, you will have to complete your discussion assignments, lesson assignments and quizzes on a timely basis. Consistent failure to participate in class will result in being dropped from the course.	
Netiquette	Carve out how we expect our students to behave and treat one another in an online learning space. There are behaviors associated with socializing online, for example, that don't translate into the acceptable category of online learning netiquette. If you require discussion board posts for example, you will expect your students to write in complete sentences with proper grammar; whereas, if your students have their own personal blog, chances are they're writing in lingo that you likely won't B able 2 Dci4.😬 Example: Netiquette is a term that relates to acceptable conduct in a web-based environment. For a detailed explanation of proper Netiquette that will be implemented in this class, go to http://www.albion.com/netiquette/corerules.html	
Grading Policy	Grading Scale and breakdown of assignments and values that combine to make the basis of student grades Rubric Example: In order to understand what is expected of you for each assignment, check out the rubric, a table that details the requirements of each assignment and the benchmarks for success included in every assignment instruction. Extra Example: You can earn up to 5 extra credit points for each relevant and well-thought response to questions in the Questions Forum Late and/or Make-up Policy: Establishing clear guidelines about how late work will be managed will make your life much easier and will reduce the amount of negotiations that may otherwise surface during a course's term. This rule will vary by instructor and course. Some instructors may not accept late assignments unless the student has a compelling reason and if extension is requested before the due date. Others may accept late assignments until one week after the deadline but with grade deduction. Consider that discussion board posts are based on class interaction at a given time. Late discussion board posts are impractical if majority of the class has moved on to a new topic. It's like a student expressing his ideas in an empty classroom and no one is around to respond.	

	Viewing Grades Example: You can view your grades in Etudes using the Grades Button in the left-navigation. Check your grades regularly to make sure that I have received all your assignments. If you have a question about a grade, private message me. Please do not post your personal concerns in a discussion forum.	
Academic Honesty	Example: El Camino College places a high value on the integrity of its student scholars. When an instructor determines that there is evidence of dishonesty in any academic work (including, but not limited to cheating, plagiarism, or theft of exam materials), disciplinary actions appropriate to the misconduct as defined in BP 5500 may be taken. A failing grade on an assignment in which academic dishonesty has occurred and suspension from class are among the disciplinary actions for academic dishonesty (AP 5520). Students with any questions about the Academic Honesty or discipline policies are encourage to speak with their instructor in advance.	
Special Needs	Indicate your willingness to provide reasonable accommodations to a student with a disability. Example 1: Online courses are required to meet ADA accessibility guidelines. This means that all aspects of the online learning experience are accessible. Please let me know if you have adaptive software and hardware to assist you with taking this course or if you have any specific needs I should be aware of. The Special Resources Center is also available to assist you during this course. Example 2: Students with disabilities who believe they may need accommodations in this class are encouraged to contact the Special Resource Center on campus as soon as possible to better ensure such accommodations are implemented in a timely fashion. As well please contact me privately to discuss your specific needs. Resources: http://www.elcamino.edu/academics/src/	
Disaster Maintenance Plan	Yes, even online classes need to ponder how they'll continue in the event of a disaster! Imagine the following scenario: The server room on your campus is flooded during a major rain and wind storm. Your entire CMS goes down and your campus email system go down. Your students are unable to log into their course and are each panicked about their exam which begins in two hours. How will you deal with this situation? Essentially, you should consider establishing an alternative way to communicate with your students in case of an emergency. If students understand what the plan is if the CMS goes down or if there is another form of emergency that interrupts your course, then they can implement it without concern. Suggestions: • Create a Twitter account and share your username with students (some professors elect to create a separate Twitter account that they use for student-specific communications). Twitter accounts produce a simple url for each account that displays messages up to 140 characters. You could easily create a Twitter account for emergency purposes only or just use your existing Twitter account and share course related tweets for students who are seeking information from you.	

	• Create a Google site. Creating a Google site is free and requires only a Google account to get started. Share your Google site url with your students in your syllabus (and encourage them to download and SAVE the syllabus). Again, you may not use the Google site for anything other than emergency scenarios but if you have it created and share the address with your students, you'll have a plan in place for continuing communications with your students. Google sites are terrific because you also have the option to upload content and link to other sites so there are more options built in for facilitating learning to some degree, outside of your CMS.	
Academic and Technical Support	When students are on campus, they are met with a host of resources to ensure their needs are met. Online courses or programs need to make an effort to do the same. Example: If you need technical or academic assistance, use the links below to get help. • Support for Online Students: http://www.elcamino.edu/library/distance-ed/studentsupportandresources.asp • Support both Online and On-Campus Students: http://www.elcamino.edu/welcome/currentstudents/academicstudentsupport.asp	
Class Schedule	Clear structure of course content including due dates Regarding spring breaks, be clear what your expectations are during the week. This allows students to take their campus spring break without missing deadlines in their online class. Faculty choosing not to log in during spring break need to let students know. Also include important dates such as deadline to drop and withdraw.	
Tips for Success*	Example: • Pay close attention to your due dates at the start of each content week and mark them somewhere on your own calendar so you don't lose track of them. • Block out time in your schedule to do the work. • Contribute to discussions early in the week, to allow others the opportunity to read, reflect, and respond to your posts. • Check in on class discussions regularly, if not daily. • If this is your first online learning experience, expect to invest extra time to orient yourself to the course design and tools. • Have patience and a sense of humor with technology. • Keep an open mind. • Ask for help when you need it, and assist others when possible. • Read this syllabus, and any other course material, carefully and ask for clarification when needed.	
Affirmation Statement	Include the exact wording: I affirm that I am the student who enrolled in this course. Furthermore, I affirm that I understand and agree to follow the regulations regarding academic integrity and the use of student data as described in the ECC Board Policy 5500 – Academic Honesty and Standards of Conduct Student Conduct Code that governs student rights and responsibilities. Failure to abide by the regulations may result in disciplinary action up to expulsion from the college as noted in ECC Administrative Procedure 5520.	

A one-page checklist with all the required items is available in the **Online Course Syllabus Checklist** document.

Sources:

- ❑ @ONE Online Certification Courses:
<http://www.onefortraining.org/certification>
- ❑ Michelle-Packansy Brock:
<http://www.teachingwithoutwalls.com/2011/05/time-for-extreme-syllabus-make-over.html>
- ❑ CSU Sacramento:
http://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0CEUQFjAA&url=http%3A%2F%2Fwww.csus.edu%2Ffatcs%2Ftools%2Finstructional%2Ftemplates%2Fsyllabus%2Ft-online-syllabus.doc&ei=m_s5UoHEI8X5qwHuz4DgCg&usg=AFQjCNH5Rh16ocnbBZ9qjLA8FhoeNuT1dw&bvm=bv.52288139,d.aWM
- ❑ Pasadena Online:
<http://online.pasadena.edu/faculty/files/2012/02/Online-Syllabus-Example-CANVAS-New-Login.pdf>
- ❑ Cornell University:
<http://www.cte.cornell.edu/teaching-ideas/designing-your-course/writing-a-syllabus.html>
- ❑ Frontrange.edu:
<http://www.frontrange.edu/OnlineLearningCourseSyllabusChecklist/>

ONLINE COURSE REVIEW CHECKLIST

- New DE Course – Online or Hybrid delivery (Curriculum Committee)
- Major DE Course Outline Revision (Curriculum Committee)
- First time a faculty teaches a DE course
 - Full Time
 - Adjunct
- At the Dean's Request
- DE Office Review



NOTES

ONLINE COURSE ORIENTATION



ON-CAMPUS ORIENTATION

Administration of Justice 100 - 3 Units

Introduction to Administration of Justice

Recommended Preparation: eligibility for English 84

4780 See Distance Education Website J. Skipper ONLINE
Section 4780 is a Distance Education online course. You must attend a mandatory orientation on Monday, August 26, from 6:00 p.m. to 8:00 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.

ONLINE ORIENTATION

Anthropology 1 - 3 Units

Introduction to Physical Anthropology

Recommended Preparation: eligibility for English 1A

- 4100 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/faculty/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.

EMAIL (UNKNOWN)

Anthropology 2 - 3 Units

Introduction to Cultural Anthropology

Recommended Preparation: eligibility for English 1A

- 4102 See Distance Education Website A. Mannen ONLINE
 Section 4102 is a Distance Education online course. You must contact the instructor at amannen@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.

Section #	Time	Instructor	Room #	Section #	Time	Instructor	Room #
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Distance Education

www.elcamino.edu/Library/DistanceEd

(310-660-6453)

The following courses are Distance Education online courses. Hybrid courses have regular on-campus class meetings.

Online students must have at a minimum: regular access to the Internet and 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 Mozilla Firefox or Microsoft Explorer, an Internet Service Provider, an email address, and current word processing software as required by the instructor. Some courses may have additional requirements. Computer literacy and experience with computer communication is required. Students may use campus computer labs for work in online courses.

Many instructors hold a first class meeting on campus. Students who do not attend the meeting may be dropped by the instructor. Additional on campus meetings may be required. For more information, see the Student Handbooks on our website or contact our office. (See the Distance Education section of this schedule for more details.)

Note: A satisfactory score on the Distance Education Online Class Self-Assessment Instrument, previous satisfactory completion of an online course, or completion or concurrent enrollment in Academic Strategies 60 is recommended for all Distance Education courses.

ONLINE COURSES

Administration of Justice 100 - 3 Units

Introduction to Administration of Justice

Recommended Preparation: eligibility for English 84

- 4780 See Distance Education Website J. Skipper ONLINE
Section 4780 is a Distance Education online course. You must attend a mandatory orientation on Monday, August 26, from 6:00 p.m. to 8:00 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

- 4100 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/faculty/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.

Anthropology 2 - 3 Units

Introduction to Cultural Anthropology

Recommended Preparation: eligibility for English 1A

- 4102 See Distance Education Website A. Mannen ONLINE
Section 4102 is a Distance Education online course. You must contact the instructor at amannen@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

- 4500 See Distance Education Website J. Freedman ONLINE
Section 4500 is a Distance Education online course. You must attend the first class meeting on Tuesday, August 27, from 6:00 p.m. to 8:00 p.m., in ARTB 103 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 102A - 3 Units

History of Western Art - Prehistoric to Gothic

Recommended Preparation: eligibility for English 1A

Note: formerly Art 2

- 4503 See Distance Education Website L. Alamillo ONLINE
Section 4503 is a Distance Education online course. You must attend the first class meeting on Monday, August 26, from 6:00 p.m. to 8:00 p.m., in ARTB 103 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.

Astronomy 20 - 3 Units

The Solar System

Recommended Preparation: eligibility for English 84

- 4840 **Cancelled** See Distance Education Website D. Pierce ONLINE
Section 4840 is a Distance Education online course. You must attend the first class meeting on Tuesday, August 27, from 4:30 p.m. to 6:00 p.m. or 7:00 p.m. to 8:30 p.m. in LIB 166 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.
- 4841 **Cancelled** See Distance Education Website D. Pierce ONLINE
Section 4841 is a Distance Education online course. You must attend the first class meeting on Tuesday, August 27, from 4:30 p.m. to 6:00 p.m. or 7:00 p.m. to 8:30 p.m. in LIB 166 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.

Business 15 - 3 Units

Business Mathematics

Recommended Preparation: eligibility for English 84

- 4307 See Distance Education Website D. McGovern ONLINE
Section 4307 is a Distance Education online course. You must attend the first class meeting on Tuesday, August 27, from 5:00 p.m. to 6:00 p.m., in MBA 107 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.

Business 27 - 3 Units

Effective English for Business

Prerequisite: eligibility for English 1A

- 4315 See Distance Education Website M. Som de Cerff ONLINE
Section 4315 is a Distance Education online course. You must attend the first class meeting on Saturday, August 24, from 11:00 a.m. to 12:00 p.m., in MBA 303 or Thursday, August 29, from 7:30 p.m. to 8:30 p.m., in MBA 302 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.

Child Development 114 - 3 Units

Observing and Assessing Young Children

Prerequisite: Child Development 103 with a minimum grade of C or concurrent enrollment

Recommended Preparation: eligibility for English 1A

Note: formerly Child Development 34

- 4123 See Distance Education Website S. Baxter ONLINE
Section 4123 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 Education Office or on the website at www.elcamino.edu/DistanceEd.

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 courses is available. The course content, course credit, and cost per unit is the same as equivalent courses offered on campus. Anyone who is eligible to take courses on campus may enroll in Distance Education courses.

It is strongly recommended that students review the Distance Education Web page at: www.elcamino.edu/DistanceEd for additional information regarding requirements, procedures, and other program material. If this is your first time taking an online course, we strongly urge you to take the short assessment available on the Web page. It is designed to help students determine if they are ready to successfully take college level courses at a distance.