

## Distributed Education Courses

### Television and Online



#### General Information

The Office of Distributed Education coordinates the televised and computer-delivered courses available to SBCCD students of Crafton Hills College in Yucaipa, and San Bernardino Valley College. Television courses are broadcast by KVCR-TV. KVCR is also available on cable and satellite systems; check with your TV system provider for specific channel. Online courses require accessibility to a computer system with an Internet connection, and may have up to five meetings on campus. Fees and academic credits are the same as equivalent traditional classroom courses.

#### Mission Statement

The mission of the Distributed Education Program of the San Bernardino Community College District is to expand access and provide greater flexibility to distant learners utilizing current and new technologies to deliver educational opportunities and to facilitate the attainment of students' personal and academic goals.

#### Office Location

Office of Distributed Education, & Technology Services  
SBCCD Annex  
441 West Eighth Street  
San Bernardino, 92401  
909-384-4325

#### Office Hours

**Monday - Friday ..... 8:30 a.m. to 4:30 p.m.**

#### Distributed Education Site

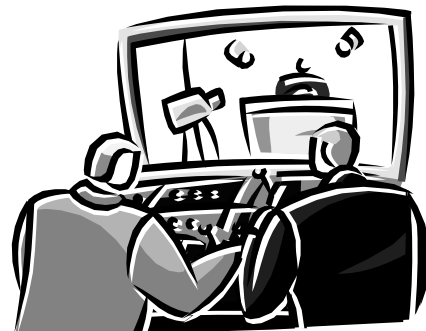
<http://learnonline.sbccd.cc.ca.us>

#### Requirements for Television Courses

- A television capable of receiving KVCR-TV via antenna (24), cable, or satellite.
- Be able to attend campus meetings, usually 5 per semester, and view programs weekly.

#### Registration

The preferred method of registration is online. The procedure for registering online is found on page 17.



### INTERNET APPLICATION FOR ADMISSION

1. Using a computer with Internet connection, enter the address, <http://ccentral.sbccd.cc.ca.us>.
2. At that page, see on the left, **Crafton**. Under the campus heading, find the link titled **Application**, click on that link.
3. You may skip some of the steps and verify that you are already admitted by clicking on **Check System** after entering ONLY the first section of personal information, otherwise fill in all the blanks.
4. At the bottom, click on **Submit** (this process does **not** register you into classes).



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### ARE YOU A CANDIDATE FOR ALTERNATE DELIVERY CLASSES?

This assessment is being provided to help you decide if alternative delivered learning (TV or Online) is appropriate for you. This exercise is an indicator but not a definitive answer. This assessment covers two parts: Learning Style and Technical Aspects for TV and ONLINE.

#### Learning Style

- Do you stay on task without direct supervision?
- Can you prioritize your own workload and adhere to timelines?
- Do you usually understand and properly interpret written materials especially instructions?
- Could you allocate as much time in your schedule as you would for a "traditional" class but with more flexibility?
- Are you able to attend some class meetings on campus (usually 5 in a semester)?
- Would you enjoy the new experience of learning by way of television or a computer?
- If you answered YES to the "Learning Style" questions, continue to the next section.
- If you answered NO to any one of these questions, speak with an academic counselor before enrolling in a TV or Online class.

#### Technical Aspects for TV

- Do you have a television receiver available to you that can display broadcast channels?
- Can this television receive KVCR-TV, either with an antenna, satellite or a cable system?
- Do you have a video recorder as an option to record the programs for viewing according to your schedule?
- If you miss a program, could you go to the campus Learning Center to view the program?
- Would you be willing to lease the programs for a course on VHS tape as an option?
- If you answered YES to the "Technical Aspects for TV" questions, you meet the conditions for television delivery.
- If you answered NO to any one of these questions, speak with an academic counselor before enrolling in a TV or Online class.

#### Technical Aspects for ONLINE

- Do you have a computer system available to you that can access the Internet?
- Could you "go online" on a weekly basis, sometimes twice a week or more?
- Have you opened and sent e-mail messages?
- Have you installed a program after "downloading" it from a remote computer to your computer?
- Do you know how to "copy and paste" text from a word processing document to an email message?
- If you answered YES to the "Technical Aspects for ONLINE" questions, you meet the conditions for online delivery.
- If you answered NO to any one of these questions, speak with an academic counselor before enrolling in a TV or Online class.

#### Conditions

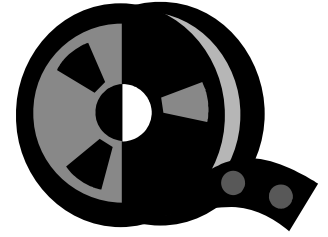
The TV and Online courses require structure, which you will create for yourself. You will need self-discipline to adhere to your self-made schedule. Much of the material covered in a Distributed Education course will require that you learn from reading textbooks, Internet-based articles, and written materials from the instructor. For some of the courses online, lectures are recorded by the instructor, which means you must use either a portable audio or a CD-Rom drive with a headphone or speaker.

#### Benefits

The beauty of Distributed Education learning is the flexibility of time available for you, as the student, to access the virtual classroom or to view TV programs. You can set your class time around your work schedule and family or social activities. You will soon realize the savings normally incurred with driving time and vehicle-related costs. If you take only D.E. courses you won't have to deal with parking constraints on a weekly basis. Plus, there may also be a reduction in childcare costs. You could also benefit by combining D.E. courses with traditional classes on campus. Now it's your choice. Check with an academic counselor to determine which classes you need, and see if they are offered via alternate delivery. Distributed Education may not be for everybody. However, for those who are self-motivated, it could prove to be an invaluable and rewarding experience.

## Distributed Education Courses

### Telecourse Information



#### WHAT IS A TELECOURSE?

Telecourses are professionally produced programs designed for broadcast in conjunction with classes that meet occasionally on campus, usually 5 meetings per semester. Each series is titled to reflect the subject matter of the course. A set of programs, up to 26, comprises a series and may be 30 or 60 minutes each in viewing time.

#### Telecourse Viewing Options

The printed airing times of the telecourses reflect those of only PBS affiliate KVCR-24, San Bernardino/Riverside. These telecourse programs are broadcast purposely in coordination with the semester system of the San Bernardino Community College District, CHC and SBVC. Other PBS stations also broadcast telecourses, as do consumer satellite systems (PBSU). However, those programs might not be shown within the timeframe of the academic courses offered by this Community College District.

The Learning Centers of both campuses accommodate the viewing of current telecourses. Conditions and restrictions apply. Call the Learning Center for specific information.

ACT Media offers a lease of the entire series of telecourse programs for an academic course, at a cost of around \$65. These VHS tapes are to be returned at the end of the academic semester. Seattle Community College District and ACT Media offer some of the telecourses streamed in a "video on demand" format. The service is available to students enrolled in telecourses worldwide (must have Internet Broadband Connectivity such as DSL, Cable Modem, or Wireless). The access fee is \$55 per telecourse. Contact ACT at (800) 745-5480 or access the "www.actmedia.org" Internet site.

#### How to Succeed in a Distributed Education Course

Successful students claim that determination, planning, and self-motivation are needed to complete a course that lacks the regular meetings of an on-campus structure. Here is a plan of action that might help you.

1. Attend the first campus meeting to meet the instructor, understand the course goals and requirements, and receive the course syllabus and assignments. Access the instructor's web site to get a copy of the syllabus and learn what is expected of you as an online student.
2. Read the study materials related to assignments as presented by the instructor. Take notes and highlight important information.
3. Watch the telecourse programs weekly. If you have a VCR, record the programs to review them, or make an appointment at the college Learning Center to view the programs. For online classes, log in to your online system weekly to keep up with new messages from the instructor and classmates.
4. Complete the assignments in the telecourse study guide and textbook after each program viewing. For online classes, be aware of due dates and don't wait until the last hour to send them.
5. Formulate a list of questions during your study time to present to the instructor at the telecourse campus meetings or to post by email to your online class.
6. Form a study group with other members of the class to review and discuss the content of the course.

### Distributed Education Schedule (Telecourses)

| Course          | Meeting Day | Meeting Dates                                      | Meeting Times | Meeting Location | Instructor Information                                                                                                           |
|-----------------|-------------|----------------------------------------------------|---------------|------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Anthro 102 (01) | Wednesdays  | June 13, June 27,<br>July 11, July 25,<br>August 1 | 7:00-8:50pm   | LADM-121         | Kathryn Sorensen(909)<br>794-2161 Ext. 2664<br><a href="mailto:ksorensen@craftonhills.edu">ksorensen@craftonhills.edu</a>        |
| Astron 150 (01) | Mondays     | June 11, June 25,<br>July 09, July 23,<br>July 30  | 6:00-7:50pm   | LADM-121         | Staff                                                                                                                            |
| Geol 101 (01)   | Wednesdays  | June 13, June 27,<br>July 11, July 25,<br>August 1 | 6:00-7:50pm   | LADM-106         | Richard Hughes<br>Office: LADM-105<br>(909) 389-3237<br><a href="mailto:rihughes@craftonhills.edu">rihughes@craftonhills.edu</a> |
| Hist 100 (02)   | Mondays     | June 11, June 25,<br>July 09, July 23,<br>July 30  | 6:00-7:50pm   | LADM-121         | Mario Perez<br>Office: SSA-333<br>(909) 389-3352<br><a href="mailto:maperez@craftonhills.edu">maperez@craftonhills.edu</a>       |
| Ocean 101 (01)  | Tuesdays    | June 12, June 26,<br>July 10, July 24,<br>July 31  | 6:00-7:50pm   | LADM-121         | Staff                                                                                                                            |
| Polit 100 (02)  | Thursdays   | June 14, June 28,<br>July 12, July 26,<br>August 2 | 5:30-7:20pm   | CHS-122          | Volkan Kalender<br>Phone: (909) 389-2668<br><a href="mailto:vkalende@craftonhills.edu">vkalende@craftonhills.edu</a>             |
| Soc 130 (01)    | Tuesdays    | June 12, June 26,<br>July 10, July 24,<br>July 31  | 7:00-9:00pm   | CHS-122          | Patricia Shelby<br>(909) 794-2161 Ext. 2610<br><a href="mailto:ps shelby@mac.com">ps shelby@mac.com</a>                          |

### Distributed Education Schedule (On-line Course)

| Course       | Meeting Day | Meeting Dates                                                                                | Meeting Times | Meeting Location | Instructor Information                                                                                                                         |
|--------------|-------------|----------------------------------------------------------------------------------------------|---------------|------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| Cis 062 (01) | Arranged    | Contact Career &<br>Technical Education<br>for registration<br>information<br>(909) 389-3344 | Arranged      | LADM-101         | Catherine Pace-Pequeno<br>Office: CHS-236<br>Phone: (909) 389-3430<br><a href="mailto:cpequeno@craftonhills.edu">cpequeno@craftonhills.edu</a> |