



Prepare for Your Success in Online Learning

Education 107 - # 80424

Introduction to Distance Learning

1-unit, 8-Week Online Course
Begins August 28, 2017

Learn the technical concepts and computer skills needed to succeed in Online/Internet, Telecourse, Cable TV, Independent Study, and Hybrid courses.

After completing this course, you'll be able to:

- Assess your readiness for distance education
- Create and manage course files on your computer
- Use word processing programs to complete assignments
- Compare/choose between different Internet Providers
- Locate and download necessary computer software
- Communicate using email and discussion boards
- Use Coastline's online course management system
- Take online quizzes and prepare for proctored exams

Education 108 - # 80425

How to Succeed in Distance Learning

1-unit, 8-Week Online Course
Begins October 23, 2017

Learn practical strategies and skills that will help you anticipate, avoid, and/or solve typical problems encountered in distance learning courses.

After completing this course, you'll be able to:

- Find info. on your class/instructor before the term begins
- Confirm your enrollment and find course site/materials
- Locate, organize, and complete assignments on time
- Get your questions answered quickly
- Use proper protocol for contacting faculty and students
- Overcome technical problems
- Apply specific study tips for distance learning
- Use Coastline services and resources to help you succeed

These courses are transferable to CSU as electives. For more information, contact:

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