

Types of Distance Education Classes County College of Morris

Distance Education is a convenient and flexible way to take courses for college credit. Students can take classes to earn a degree or to explore personal interests. Read about each type to make sure you understand the difference and are choosing the best class for YOU. **You must be admitted to the College to take any of these classes.**

CCM Online Classes

Online classes take place via the Internet using a software tool called WebCT. WebCT provides a way for faculty to provide course content to students. Only those students enrolled in the class have access to the class. Students use their home computers to access the class, obtaining and completing assignments, viewing lecture materials, and participating in discussions with the instructor and fellow students. E-mail is used as the main communication tool. **Faculty may require students to come to campus for special course orientations, projects and tests. Photo ID is required.**

Telecourses

Telecourses use television as the primary medium for learning along with study guides, textbooks and written assignments. Students can watch the video segments via their home TV if they receive the Morris County Educational Network (Channel 22) or by videotape available in the CCM library. On-campus orientations are required. Syllabi are posted on the Distance Learning Web site prior to the orientation date.

Telenet Courses

Telenet courses are a combination of Telecourses and Online classes.

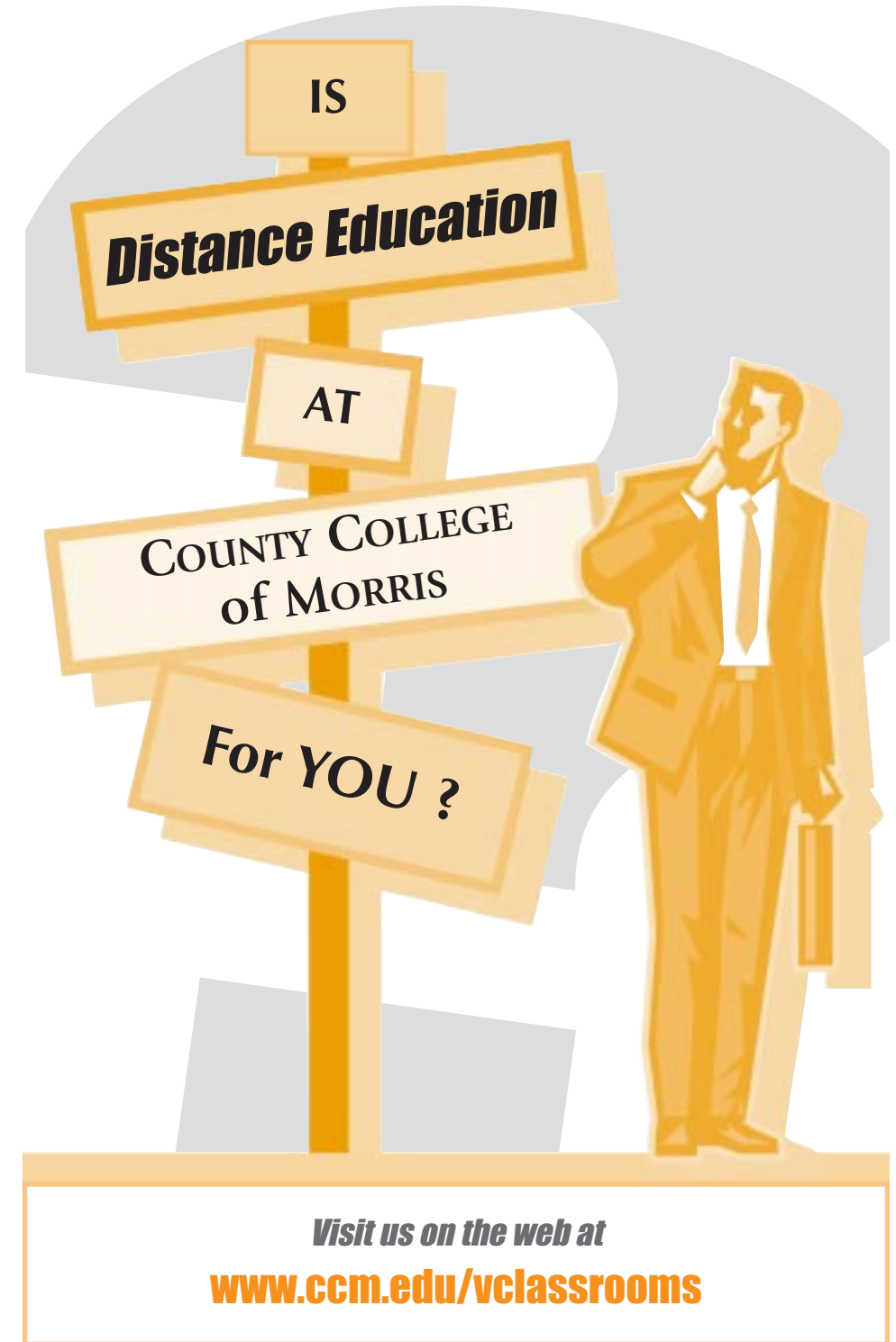
Interactive Television Courses (ITV)

ITV classes are similar to a traditional college classes and attendance is required. Course content is delivered to more than one college via a television and video network.

Title IX, Section 504 & Americans with Disabilities Act Compliance
County College of Morris does not discriminate on the basis of race, color, creed, sex, sexual orientation, national origin, age, religion, veteran or marital status, or disability in its employment practices or educational programs. Inquiries regarding compliance with federal or state anti-discrimination laws may be directed to Affirmative Action Officer, Rob Soto 973-328-5037.

Distance Education Office
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Is Online Learning for YOU at County College of Morris?

Learning on-line is a new experience for all of us; however it is a way of learning that will increase in the future as more schools, colleges and organizations use the Internet for education and the transmission of information.

This exciting environment for the delivery of courses is not for everyone. Some students are more successful than others. Certain attitudes, study and work habits and skills are required.

Students who are successful in the online environment are mature learners who are committed to their studies. Online classes are convenient and flexible but they are more demanding of time and energy than regular classes.

Online students need to:

- **Feel comfortable with technology** and know how to use it properly (e-mail, saving a file on their computer, attaching a file, cutting and pasting from one application to another, downloading software, etc.)



- **Be mature, independent learners** who can take responsibility for their own learning.
- **Log into their class** on a routine, scheduled basis and participate in the activities at least three times a week.
- **Plan their time well** to ensure enough time to read the materials, study and complete assignments. Most courses have a strict time table.



Questions? Call 973.328.5184

- **Exercise self discipline** to finish the readings and complete assignments on time. It is easy to fall behind and almost impossible to catch up.
- **Possess strong reading and writing skills.** Students with weaknesses in these areas who would still like to take an online class will probably need to seek help.
- **Commit at least 7-10 hours a week** per three-credit class. Most students feel that an online class requires much more time and commitment than a traditional face-to-face class.
- **Be open to a new learning environment.** Flexibility and adaptability is critical. New experiences are not always comfortable at first.
- **Actively seek help** when needed.
- **Enjoy meeting and communicating** with others online through e-mail and discussions.



- **Work with others** online to complete group projects. Through these activities you will get to know and interact with your fellow students.
- **Be able to think critically.** The ability to contribute something of “quality” is essential in an online class. It is not enough to simply agree or disagree, you must be willing to share your ideas, consider your responses in relation to your fellow classmates and be prepared to express and defend your thoughts and opinions in a mature, cohesive manner.

Check out our website at www.ccm.edu

Minimum Requirements for Your Computer System

To best take advantage of educational opportunities available in CCM online courses, students are encouraged to use the best tools available. Access to current hardware and software is recommended.

To participate in an Online Class at County College of Morris students are expected to be familiar with their own computer and the Internet. Students are responsible for their own hardware and software.

Online students must have access to the following equipment:



- A PC running Windows 98, ME, NT or 2000 (a Pentium or equivalent process at 166 MHz or better) **OR** a Macintosh system 7.5 or higher.
- 64 MB is recommended with at least 50 MB of available disk space for assignments.
- A modem or other device capable of connecting to the internet at 56K or better. A DSL or Cable connection is highly recommended.
- An ISP (Internet Service Provider).
- **Internet Explorer** 5.0 or higher **OR** **Netscape** 4.05 to 4.7s. Netscape Version 6 does not work well with our online courses.
- An Email account and Word Processing software (Microsoft Word 2000).
- A sound card and speakers.
- Virus Software that has been updated.



View course schedules at www.ccm.edu/vclassrooms