

Distance Education



Student Guide



We hope that your distance education experience moves you closer to achieving your educational goals. While distance courses are flexible and innovative, you will find that they demand time, organization, persistence, and self-direction.

Although it is not generally recommended, a student may take a full-time course load via distance education. Students in online, multi-format, and hybrid courses should have good computer skills including the use of email and the Internet.

Blackboard, the software that CCCC uses to deliver course content online, requires students to be computer savvy.

For more information about getting started, you may contact the Distance Education department via email at destaff@cccc.edu or by phone at (919) 718-7511. You can learn more including up-to-date information on registration, orientation, course offerings, costs, and more at: www.cccc.edu/de.html

Required Orientation



All distance education students are required to complete a course-specific orientation.

Online and Multi-format courses are designated by a middle letter of "M" for multi-format or "N" for online (for ex: LM1, LN1, etc.). These courses usually have online orientations. For information about login and email, see our website for the Portal Guide.

Hybrid courses are designated by a middle letter of "J" for hybrid (for ex: LJ1, LJA, etc.). Hybrid courses have face-to-face orientations on the first seated meeting day of class.



New Look. New Email.
myCCCC.

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Essential Reminders

- All distance students are required to complete orientations/make contact with instructors by **Wednesday, August 27, 2008**. Failure to do so will result in automatically being dropped from the course.
- If you miss your orientation, please contact your instructor immediately.
- To contact your instructor, please see the Faculty Contact List on the Distance Education website by going to <http://www.cccc.edu/de.html>.
- **Questions? Problems Logging In?**
Email: destaff@cccc.edu
Phone: 1-866-834-6894

Important Distance Education Dates

April 1-11, 2008

Student Advisement & Early Registration for Fall

July 21-August 1, 2008

Early Registration for Currently Enrolled Students

August 13, 2008

Last Day to Pay Before Open Registration

August 18, 2008

Open Registration for Fall 2008 All Campuses
9:00am-7:00pm

August 19, 2008

Open Registration for Fall 2008 All Campuses
9:00am-1:00pm

August 20, 2008

Last Day to Receive 100% Refund

August 21, 2008

Distance Education Start Date (16-week and Minimester I)

August 26, 2008

Last Day to Receive 75% Refund (Minimester I)

August 27, 2008

Last Day to Register, Drop/Add, and Make Contact with Instructor

September 1, 2008

Labor Day Holiday, College Closed

September 3, 2008

Last Day to Receive 75% Refund (16-week)

October 2, 2008

Last Day to Withdraw Without a "WF" (Minimester I)

October 6, 2008

Dist. Ed On-Campus Midterm Exams (online dates may vary)

October 22, 2008

Last Day of Class (Minimester I)

November 19, 2008

Last Day to Withdraw Without a "WF" (16-week)

November 3-14, 2008

Student Advisement & Early Registration for Spring

December 15-16, 2008

Distance Education On-Campus Final Exams (online dates may vary)

December 19, 2008

Last Day of Class (16-week & Minimester II)

How to Login

1. Go to: www.cccc.edu/myCCCC
2. Click Blackboard.
3. Click User Login.
4. Type in your Username.

Username = first initial of your first name, first four letters of your last name, last three digits of your Student ID.

5. Type in your Password.

Password = Your birthday in the format **MMDDYY**

Examples:

July 4, 1959 = **070459**

November 7, 1989 = **110789**

6. Click Login.
7. Look for your course under "My Courses".



Help Centers & Support

Walk-in assistance is available in the Academic Assistance Center on the Lee Campus in the back of the New Science Building beginning **August 21st**:

Monday-Thursdays—8:00 a.m.-8:00 p.m.

Fridays—8:00 a.m.-3:30 p.m.

Blackboard Support is available 24 hours a day at 1-866-834-6894

Cougar Mail (Email) Help Center

Phone: (919) 718-7397

Email: studenthelpdesk@ccc.edu

Online & Multi-Format Courses FYI

Multi-format courses designated by LM1, LM2, LM3, etc. deliver content through textbook(s), CD-ROMs, videocassettes/DVDs, and/or Internet resources. You must have access to a personal computer (home, office, or college) with reliable Internet access. You need the latest version of Mozilla Firefox. Your class may require a CD-ROM drive and/or a VCR/DVD player.

Online courses designated by LN1, LN2, LN3, etc., deliver content through textbook(s), email, and other Internet resources. You must have access to a personal computer (home, office, or college) with reliable Internet access. You need the latest version of Mozilla Firefox.

You are required to complete a course-specific online orientation for each multi-format and online course you are taking. You are not considered officially enrolled until you complete your orientation. **Online orientation begins Monday, August 21, 2008.**

To login to your Blackboard course, go to www.cccc.edu/mycccc

If your equipment fails, contact your instructor immediately. You should always have alternatives, such as a computer at a local library, when problems occur. Please remember that it is *your* responsibility to meet all deadlines.

Hybrid Courses FYI

Hybrid courses designated by LJ1, HJ1, LJA, PJA, etc. deliver content through traditional class meetings on campus, textbook(s), email, and Internet resources. You must have a personal computer (home, office, or college) with reliable Internet access. You need the latest version of Mozilla Firefox.

Hybrid courses are a mix of traditional campus instruction and online learning using the Internet. Some hybrid courses also have laboratory or worksite components.

Hybrid courses require students to have the same computer access and skill level needed in online and multi-format courses.

Hybrid course orientations require attendance in a traditional classroom. Your instructor will give you further instructions on how the course will be structured. If you have questions regarding orientation, please contact your instructor.

If your equipment fails, contact your instructor immediately. You should always have alternatives, such as using a computer at a local library, when problems occur. Please remember it is *your* responsibility to meet all deadlines.

Contacts

CCCC's Toll-free number
1-800-682-8353.

The last four digits of the phone numbers below are the extension.

Lee Campus: (919) 775-5401

Chatham Campus: (919) 542-6495

Harnett Campus: (910) 893-9101

Advising and Registration

Students seeking a CCCC degree, diploma, or certificate:

Contact your faculty advisor.

Students (non-degree only) taking one or more distance courses:

Brian Merritt at (919) 718-7511

Orientations/Blackboard Issues/Technical Assistance

<http://www.cccc.edu/de.html>

Email: destaff@cccc.edu

Phone:

1-866-834-6894

Cougar Mail Issues

Email: studenthelpdesk@cccc.edu

Phone: (919) 718-7397

Tuition

Business Office (919) 718-7391

Financial Aid

Financial Aid Office (919) 718-7415

Books & Supplies

Bookstore (919) 718-7275

VideoCassette/DVD Checkout

Library (919) 718-7244

Important Changes for Fall 2008 Semester

To better serve our students, Central Carolina Community College began using a new computer system in Fall 2007. Please see the following changes for the 2008-2009 school year:



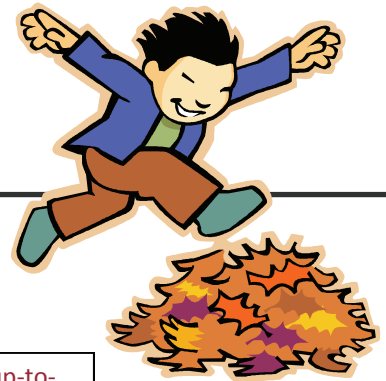
Curriculum Tuition Refund Policy

Refunds for tuition and fees for never attending classes will not be granted to students. This includes students who are in distance education classes who did not complete the orientation.

Students must officially withdraw with a counselor or advisor to meet deadlines for a refund or to not have a balance on their accounts even if the student did not make payment. If you enroll during the drop/add period, you are obligated to pay *at least* 25% of the tuition even if you officially withdraw.

Refunds will be granted under the following circumstances only:

- A 100% refund shall be made if the student officially withdraws prior to the first day of class of the academic semester as noted in the college calendar. Also, a student is eligible for a 100% refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.
- A 75% refund shall be made if the student officially withdraws from the class prior to or on the official 10% point of the semester.
 - If you drop and add the equivalent number of credit hours during the drop/add period, **you must drop and add the courses at the same time in order to avoid being charged 25% of the cost of the dropped course.**
- Please allow 4 to 6 weeks for refunds to be processed and mailed.



Late Starting Course/Minimester II Courses

Financial Aid students must sign up for all classes at the beginning of the semester prior to the end of drop/add. Any course added to a student's schedule after the drop/add period (including 2nd Minimester courses) will not be funded by Financial Aid.

A non-refundable \$15 distance education fee is charged for each cassette, online, and multi-format course. This fee does not include hybrid courses or accompanying labs.

Want to know if your computer is up-to-date for distance education's requirements? **System Check is Now Available!** Visit www.cccc.edu/de.html and click "System Check" under Getting Started.

Information contained within this guide is subject to change.

Please check www.cccc.edu/de.html for the most up-to-date changes.



Distance Education Fall 2008

Fall 2008 Online/Multi-format Distance Education Courses

Key: L = Lee; M = Multi-format; N = Online; SHC = Semester Hours Credit
All online and multi-format courses listed below will have an online orientation.

Course (SHC)	Title	SHC
ACA 090 LN1/LN2/LN3	Study Skills	3
ACC 121 LN1	Prin of Managerial Accounting	4
ACC 122 LN1	Prin of Financial Acct II	3
ACC 140 LN1	Payroll Accounting	2
ACC 150 LN1	Accounting Software Appl	2
ACC 226 LN1	Advanced Managerial Accounting	3
ACC 269 LN1	Auditing & Assurance Services	3
ANT 210 LN1	General Anthropology	3
ART 111 LN1/LN2	Art Appreciation	3
BIO 110 LN1/LN2	Principles of Biology	4
BIO 111 LN1	General Biology I	4
BUS 110 LN1	Introduction to Business	3
BUS 115 LN1	Business Law I	3
BUS 116 LN1	Business Law II	3
BUS 137 LN1	Principles of Management	3
BUS 151 LN1	People Skills	3
BUS 153 LN1	Human Resource Management	3
BUS 225 LN1	Business Finance	3
BUS 234 LN1	Training and Development	3
BUS 256 LN1	Recruit Select & Per Plan	3
BUS 258 LN1	Compensation and Benefits	3
BUS 260 LN1	Business Communication	3
CHM 130 LN1* <i>*Has a Required Lab</i>	Gen, Org, & Biochemistry <i>*Lab is Seated on Lee Campus Wednesdays 1-2:50 p.m.</i>	3
CHM 152 LN1	General Chemistry II	4
CIS 110 LN1/LN2/LN3	Introduction to Computers	3
CIS 111 LN1/LN2	Basic PC Literacy	2
CJC 141 LN1	Corrections	3
CJC 151 LN1	Intro to Loss Prevention	3
CJC 225 LN1	Crisis Intervention	3
COM 110 LN1	Introduction to Communication	3
CTS 130 LN1	Spreadsheet	3
CTS 135 LN1	Integrated Software Intro	4



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Course (SHC)	Title	SHC
DBA 110 LN1	Database Concepts	3
DRA 111 LN1	Theatre Appreciation	3
ECO 151 LN1	Survey of Economics	3
ECO 251 LN1	Prin of Microeconomics	3
EDU 119 LN1	Intro to Early Childhood Ed	4
EDU 131 LN1	Child, Family, & Community	3
EDU 145 LN1	Child Development II	3
EDU 221 LN1	Children with Exceptionalities	3
EDU 234 LN1	Infants, Toddlers, and Twos	3
EDU 259 LN1	Curriculum Planning	3
EDU 275 LN1	Effective Teacher Training	2
ENG 090/090A LN1	Composition Strategies/Lab	4
ENG 111/111A LN1-LN4	Expository Writing/Lab	4
ENG 113 LN1	Literature-Based Research	3
ENG 114 LN1/LN2	Prof Research & Reporting	3
ENG 233 LN1	Major American Writers	3
HIS 121 LN1/LN2	Western Civilization I	3
HIS 122 LN1	Western Civilization II	3
HIS 131 LN1	American History I	3
HIS 132 LN1	American History II	3
HIS 223 LN1	African-Amer. History II	3
HIS 236 LN1	North Carolina History	3
HUM 110 LN1/LN2	Technology and Society	3
HUM 122 LN1/LN2/LN3	Southern Culture	3
HUM 160 LN1	Introduction to Film	3
INT 110 LN1	International Business	3
ISC 121 LN1	Envir Health & Safety	3
ISC 175 LM1	QA Fundamentals	1
ISC 278 LM1	cGMP Quality Systems	2
JOU 113 LN1	Princ of Community Journ	3
JOU 216 LN1	Writing for Mass Media	3
JOU 218 LN1	Basic Photojournalism	3



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Course (SHC)	Title	SHC
JOU 219 LN1	News Editing	3
LIB 110 LN1	Introduction to Libraries	3
LIB 111 LN1	Lib Info Resources & Services	3
LIB 113 LN1	Library Cataloging & Classif.	3
LIB 211 LN1	Lib Program Develop.	3
LIB 212 LN1	Library Services/Spec Needs	3
LIB 214 LN1	Library Services/Children	3
MAT 060 LN1	Essential Mathematics	4
MAT 070 LN1/LN2	Introductory Algebra	4
MAT 080 LN1	Intermediate Algebra	4
MAT 140 LM1/LM2	Survey of Mathematics	3
MAT 161 LM1/LM2	College Algebra	3
MED 110 LN1	Orientation to Medical Assisting	1
MED 118 LN1	Medical Law and Ethics	2
MED 121 LN1	Medical Terminology I	3
MED 270 LN1	Symptomatology	3
MED 272 LN1	Drug Therapy	3
MKT 223 LN1	Customer Service	3
MUS 112 LN1	Introduction to Jazz	3
NOS 111 LN1	Operating System - DOS	3
NUR 105C LN1	LPN Refresher	8
OST 131 LM1	Keyboarding	2
OST 132 LM1	Keyboard Skill Building	2
OST 134 LM1	Text Entry and Formatting	3
OST 135 LN1	Adv Text Entry & Format	4
OST 136 LN1	Word Processing	2
OST 137 LN1	Office Software Applications	2
OST 141 LN1	Med Terms I-Med Office	3
OST 149 LN1	Medical Legal Issues	3
OST 164 LM1	Text Editing Applications	3
OST 184 LM1	Records Management	2



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Course (SHC)	Title	SHC
OST 233 LN1	Office Publications Design	3
OST 241 LN1	Med Ofc Transcription I	2
OST 281 LN1	Emer Issues in Med Ofc	3
PED 110 LN1/LN2/LN3/ LN4/LN5/LN6	Fit and Well for Life	2
PHI 210 LN1	History of Philosophy	3
PHY 110/110A LN1	Conceptual Physics/Lab	4
POL 120 LN1	American Government	3
POL 130 LN1	State & Local Government	3
PSY 150 LN1/LN2/ LN3/LN4	General Psychology	3
PSY 150 LN5* *Minimester I	General Psychology	3
PSY 241 LN1/LN2	Developmental Psych	3
PSY 246 LN1	Adolescent Psychology	3
PSY 281 LN1	Abnormal Psychology	3
PTC 110 LM1	Industrial Environment	3
RED 080 LN1	Intro to College Reading	4
RED 090 LN1	Improved College Reading	4
SOC 210 LN1/LN2/ LN3/LN4	Introduction to Sociology	3
SOC 210 LN5* *Minimester I	Introduction to Sociology	3
SOC 213 LN1	Sociology of the Family	3
SPA 111 LN1/LN2	Elementary Spanish I	3
SPA 112 LN1	Elementary Spanish II	3
SPA 211 LN1	Intermediate Spanish I	3

**To contact your instructor, please see the
Faculty Contact List on the distance education
website at www.cccc.edu/de.html**



Distance Education Fall 2008

Fall 2008 Hybrid Distance Education Courses

Key: A = Evening; J = Hybrid; L = Lee; P = Chatham/Pittsboro; H = Harnett;
R = Telecommunications; SHC = Semester Hours Credit

All hybrid courses complete orientation on the first day of seated class.

Course (SHC)	Title	Seated Meeting Schedule
ART 131 LJ1 (3 SHC)	Drawing I	Thursdays 2:00 - 4:40 p.m. Building: 0017 Room: 0802
BPT 110 LJ1 (3 SHC)	Intro to Broadcasting	Mondays & Wednesdays 2:00 - 2:50 p.m. Building: 0001 Room: 0206
BPT 210 LJ1 (3 SHC)	Broadcast Management	Mondays & Wednesdays 9:00 - 9:50 a.m. Building: 0001 Room: 0206
BUS 137 RJ1 (3 SHC)	Principles of Management	Thursdays 8/23, 9/27, 10/25, 12/6 4:00 - 7:00 p.m. Building: 0016 Room: TBA
BUS 225 HJ1 (3 SHC)	Business Finance	Mondays, Wednesdays, & Fridays 10:00 - 10:50 a.m. Building: 0039 Room: 0421
BUS 225 LJ1 (3 SHC)	Business Finance	Mondays, Wednesdays, & Fridays 10:00 - 10:50 a.m. Building: 0014 Room: 9206
COE 115 HJ1 (1 SHC)	Work Exp Seminar I - EDU	Thursdays 8/21, 8/28, 9/25, & Monday 12/1 4:30 p.m. Building: TBA Room: TBA
COE 115 LJ1 (1 SHC)	Work Exp Seminar I - EDU	Thursdays 8/21, 8/28, 9/25, & Monday 12/1 4:30 p.m. Building: TBA Room: TBA
COE 115 LJ2 (1 SHC)	Work Exp Seminar I - HSE	TBA
COE 125 PJ1 (1 SHC)	Work Exp Seminar II - EDU	Thursdays 8/21, 8/28, 9/25, & Monday 12/1 4:30 p.m. Building: TBA Room: TBA
CTS 115 LJA (3 SHC)	Info Sys Business Concepts	Mondays 8/25, 9/15, 9/29, 10/13, 10/27, 11/10, 11/24, 12/8 6:00 - 8:50 p.m. Building: 0001 Room: 0212
CTS 285 LJA (3 SHC)	Systems Analysis & Design	Mondays 9/8, 10/6, 10/20, 11/17, 12/1, 12/15 6:00 - 8:50 p.m. Building: 0001 Room: 0212
EDU 285 PJ1 (1 SHC)	Internship Exp-School Age	Thursdays 8/21, 8/28, 9/25, & Monday 12/1 3:30pm Building: TBA Room: TBA
ENG 111/A LJ1 (4 SHC)	Expository Writing/Lab	Mondays, Wednesdays, & Fridays 9:00 - 9:50 a.m. Building: 0001 Room: 0203
ENG 111/A LJ2 (4 SHC)	Expository Writing/Lab	Mondays, Wednesdays, & Fridays 10:00 - 10:50 a.m. Building: 0001 Room: 0203
HSE 112 LJ1 (2 SHC)	Group Process I	Mondays 10:00 - 10:50 a.m. Building: 0001 Room: 0218
HSE 225 LJ1 (3 SHC)	Crisis Intervention	Tuesdays 9:30 - 10:45 a.m. Building: 0013 Room: 0402
ISC 131 RJ1 (3 SHC)	Quality Management	Thursdays 8/21, 9/25, 10/23, 12/4 4:30 - 7:30 p.m. Building: 0016 Room: 0132
LEX 141 LJ1 (3 SHC)	Civil Litigation II	Thursdays 1:00 - 1:50 p.m. Building: 0001 Room: 0218



Fall 2008 Hybrid Distance Education Courses

Key: A = Evening; J = Hybrid; L = Lee; P = Chatham/Pittsboro; H = Harnett;
R = Telecommunications; SHC = Semester Hours Credit

All hybrid courses complete orientation on the first day of seated class.

Course (SHC)	Title	Seated Meeting Schedule
LEX 150 LJ1 (3 SHC)	Commercial Law I	Mondays 1:00 - 2:50 p.m. Building: 0017 Room: 0802
LEX 210 LJ1 (3 SHC)	Real Property I	Wednesdays 12:00 - 12:50 p.m. Building: 0001 Room: 0218
MAT 070 LJA (4 SHC)	Introductory Algebra	Thursdays 8/21, 8/28, 9/11, 9/25, 10/9, 10/30, 11/13, 12/4, 12/18 6:00 - 8:30 p.m. Building: 0008 Room: 0101
MED 276 LJ1 (2 SHC)	Patient Education	Thursdays 1:00 - 3:50 p.m. Building: 0013 Room: 0402
NET 125 RJA (3 SHC)	Networking Basics	Mondays 8/25-10/20 6:00 - 9:00p.m. Building: 0016 Room: 0134
NET 126 RJA (3 SHC)	Routing Basics	Mondays 10/27-12/15 6:00 - 9:00 p.m. Building: 0016 Room: 0134
NUR 105L PJ1 (2 SHC)	LPN Refresher	Tuesdays 9:00 - 10:50 a.m. & 1:00 p.m. - 4:50 p.m. Building: 0042 Room: 0205
OST 131 LJA (2 SHC)	Keyboarding	Mondays 8/25, 9/22, 10/20, 11/17, 12/8 6:00 - 8:40 p.m. Building: 0001 Room: 0214
OST 148 HJ1 (3 SHC)	Med Coding Billing & Insurance	Thursdays 11:00 a.m. - 12:50 p.m. Building: 0033 Room: 0103
OST 148 LJ1 (3 SHC)	Med Coding Billing & Insurance	Tuesdays 11:00 a.m. - 12:50 p.m. Building: 0001 Room: 0208
PAD 151 HJA (3 SHC)	Intro to Public Admin	Thursdays 8/21, 9/25, 10/23, 12/4 5:30 - 7:30 p.m. Building: 0039 Room: 0421
PAD 252 LJA (3 SHC)	Public Policy Analysis	Tuesdays 8/26, 9/30, 10/28, 12/2 5:30 - 7:30 p.m. Building: 0001 Room: 0207
PSY 237 LJ1 (3 SHC)	Social Psychology	Mondays 1:00 - 1:50 p.m. Building: 0001 Room: 0218
SAB 110 LJ1 (3 SHC)	Substance Abuse Overview	Mondays 9:00 - 9:50 a.m. Building: 0001 Room: 0207
SEC 110 RJA (3 SHC)	Security Concepts	Tuesdays 10/28-12/16 6:00 - 9:00 p.m. Building: 0016 Room: 0134

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