<u>**Online Fundamentals Course FAQ**</u>

View all courses here: https://www.ed2go.com/southcentral/

Do I need to attend a classroom in-person to take a course?

No. Our courses are entirely online. You can work on course material wherever and whenever you have Internet access.

Do I need to log in at a specific time?

No. Students can log in anytime of the day and night, within the specified course access period.

What can I expect from an online course?

While content will vary depending on the subject, all courses feature instructional text and a final exam. Many courses also include supplemental learning material, such as assignments, quizzes, audio, video, infographics, and hands-on labs.

What's the difference between Instructor-Led and Self-Paced courses?

Instructor-Led courses are for students who prefer a structured learning pace with instructor guidance and peer to peer discussions. These courses have a fixed monthly start date, and lessons are released biweekly for six weeks.

Self-paced tutorials are for students who prefer to learn at their own pace and are comfortable with self-guidance. Students gain three months of access to all course material, quizzes and the final exam at the time of enrollment.

Are there any required books or materials not be covered in the cost of course tuition?

For most of the courses, all materials are included and the course requirements are simply internet and email access. However, some classes may require certain software (for example a Microsoft Excel class would require a version of Excel software). To view the requirements for the class, click on the Requirements tab in the class listing. A list of necessary software and course materials will be listed there.

How many pages of course related workbooks/items should a student be prepared to print?

The instructional materials will vary depending on the course, but everything will be in digital format so printing will be completely optional. Students can download digital materials or copy and paste into a text document, and save to their computer or an online drive.

How are the courses graded?

Your course grade depends solely on passing a final multiple-choice exam on the first attempt. While lessons include assignments and quizzes, they are not mandatory and will not impact your grade. The minimum passing score for the final exam is 65.

How do the Instructor-Led courses work?

Each of our Instructor-Led Fundamentals Courses is six weeks long, with a built-in, ten-day grace period at the end. A new session starts every month, so students can sign up anytime.

Two lessons are released weekly, on Wednesday and Friday for the six-week duration of the course. Lessons are released at 12:01am PST (2:01am CST) on Wednesdays and Fridays. Most of the Fundamentals Courses consist of 24 hours of instruction, in which students can expect to spend about two hours per lesson, two lessons per week.

Expert instructors develop and lead every course. Students interact with instructors and fellow students in lively online written discussion areas, which can be accessed any time of the day or night within the course access period. Quizzes, assignments, the pretest, and participation in the Discussion Area are optional. The final exam is released at the same time as lesson 12. Upon completing the final exam with a passing score of 65%, students will receive a certificate of completion from South Central College.

How do I earn a Certificate of Completion?

Courses will conclude with an open "book", multiple choice final exam.

Once released, students can access and print out the final exam, as often as they like as long as they do not hit the "Submit Answers" button at the bottom. Students can save answers by clicking "Save and Exit" to leave the final exam without submitting and return later to complete.

Students passing the final exam with a minimum passing score of 65% will be immediately eligible to view and download their Certificate of Completion from the Classroom.

How does the final exam work?

While you have one attempt to pass the final exam, you do have the option to save, review, and even print your answers prior to submitting. If you do not pass the final exam, you can contact the Student Support department for available options.

Do continuing education courses count for credit?

No, these courses are non-credit. Continuing education courses are designed for personal and professional development. Generally, adults taking continuing education courses are working toward a personal and professional goal, such as gaining a new workplace skill, advancing a career, or simply learning to stimulate intellectual growth.

How often are courses available?

Online Fundamentals Courses have available start dates year-round. Only four session start dates are available for enrollment at any given time. Once the current session closes, a new date will be released and open for enrollment.

How do Course Bundles, Series, and Suites work?

Course Bundles, Series, and Suites are packages of 2, 3, or 4 courses for a discounted price. Students can choose their start date for each 24-hour/6-week course and spread them out over time, or take them all together if desired. This can be done by adding the item to the cart and then choosing desired start dates in the cart, which will look like this:

Who do I contact if I have additional questions?

Email the Center for Business & Industry at cbi@southcentral.edu.