

1	Businesses that are looking for options for training	11
2	their employees may wish to consider offering credit for	22
3	courses taken online. As the growth in distance education	34
4	continues, just about anyone who has access to a computer	46
5	can take advantage of courses offered for degrees in higher	58
6	education, advanced training, and job retraining.	68
7	Many colleges and universities offer online courses as	79
8	part of their regular curriculum. These institutions can	90
9	make additional classes available to more students when	101
10	classes on campus have reached their maximum enrollments or	113
11	when additional classroom space is not available.	123
12	Enrolling in distance education courses is a workable	134
13	alternative for many students. They do not have to travel	146
14	to the college campus, and they can attend classes without	158
15	having to quit their jobs. If they wish, they can interact	170
16	not only with the instructor but also with other members of	182
17	in the class.	185
18	Just as with any course, students take responsibility	196
19	for their own learning. They must be organized and plan an	208
20	adequate amount of time to study and complete work on class	220
21	projects. They must be certain to turn in their assignments	232
22	on time and in the manner specified by the instructor. Much	244
23	of the class communication will be written, so students who	256
24	take online courses must have good written communication	267
25	skills. People who are disciplined to use their time wisely	279
26	without constant supervision by their superiors may enjoy	291
27	the challenge of distance education courses.	300

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