

Spring 2010

Special Course Requirements

Students will need computer access with Microsoft Office 2000, 2003, or 2007 to submit homework documents (not Microsoft Works, Word Perfect, or Notepad). Students need reliable access to the Internet. The AOL and Chrome web browsers are not Blackboard compatible.

Students are required to use their Cougar Mail accounts when sending email to instructors. Students must purchase required textbooks.

Please note that all Distance Education Courses have the above requirements unless otherwise stated in this document or by teacher's instructions.

ACA 090 – Study Skills

In addition to the minimum requirements students will need access to a high speed internet connection in order to view streaming video content related to this course.

ACC 121 – Principles of Managerial Accounting

For all accounting distance education courses, access to Microsoft Office Word and Excel are required in order to submit homework, unless specifically instructed otherwise.

ACC 269 – Audit and Assurance Services

For all accounting distance education courses, access to Microsoft Office Word and Excel are required in order to submit homework, unless specifically instructed otherwise.

BIO 111 - General Biology

For the lab component of BIO111 there is NOT a lab manual. All labs will be performed in the virtual world, however you are required to submit digital images of the data sheets for the laboratory portion of the course. Therefore you are required to have a digital camera or an alternate way to produce digital images (i.e.scanner). All students must submit digital images and failure to do so may result in withdrawal from the course or a grade of an "F".

BUS 280 - REAL Small Business

In addition to the minimum requirements students must have Microsoft Excel and be proficient with spreadsheets.

BUS 256 – Recruit Select & Per Plan

Students need reliable access to the Internet. The AOL browser and Blackboard are not compatible. Students will need computer access with Microsoft Word 2000, XP, 2003, or 2007 to submit homework documents (not Microsoft Works, Word Perfect, or Notepad). Students are required to use their Cougar Mail accounts when sending email to the instructor. Students must purchase required textbook. There will be two optional class meetings for extra credit during October and November to work on panel interview.

BUS 269 - HR Management Applications

In addition to the minimum requirements students will need a microphone and are required to participate in DimDim sessions every other week for a one hour live discussion of exercises and cases.

CHM 090 - Chemistry Concepts

The computer must have Java player to watch videos, Adobe reader to view documents and MS PowerPoint (or PowerPoint Viewer) to open PowerPoint presentations. Students must purchase required textbook, including the Mastering Chemistry-Online homework Access Code. If the Mastering Chemistry-Online homework Access Code is not purchased with the textbook it will have to be purchased separately.

CHM 151 - General Chemistry I

The lab component of this course will utilize Late Nite labs and "kitchen chemistry." Some labs will require supplemental items that you may have at home or that can be purchased at a local supermarket. The cost for these items is not expected to exceed \$50. Students will be assigned a PIN to access "Late Nite Labs" for lab work. To determine if your computer meets the requirements for using Late Nite Labs, go to <http://www.latenitelabs.com/system.asp>. To run a system test to see if your computer is compatible with Late Nite Labs, go to <http://www.latenitelabs.com/systemtest.asp>. Students must purchase required textbook, including the Mastering Chemistry-Online homework Access Code. If the Mastering Chemistry-Online homework Access Code is not purchased with the textbook it will have to be purchased separately.

DBA 110 – Database Concepts

Students need reliable access to the Internet. The AOL browser and Blackboard are not compatible. Students will need computer access with a minimum of Microsoft 2007 for the following applications: Access, Excel, Word and PowerPoint to submit homework documents (not Microsoft Works, Word Perfect, or Notepad). Microsoft 2007 will also be used to access documents on the Blackboard class site. Students must have access to Java player to watch videos. Students will also need to be able to download .mp3 files from the Blackboard site. CD drive on the computer you will be using. Adobe reader will be required to open a few documents. Students are required to use their Cougar Mail accounts when sending email to the instructor. Students must purchase required textbook.

EDU 275 - Effective Teacher Training

Students will need computer access with Microsoft Word 2000, XP, 2003 or 2007 for word-processing and the required textbook. Students need reliable access to the Internet that can be accessed more than once a week. Students are required to use their Cougar Mail account when sending email to their instructor. Students taking this course should be able to send e-mails, create word documents, and attach word documents.

ENG 111/111A – Expository Writing and Lab

Students will need computer access with Microsoft Word 2000, XP, 2003 or 2007 for word processing and the required textbook. Students must be familiar and understand how to use the Microsoft Tracking feature because instructor will return (graded form) a minimum of 2 essays using this feature. Students need reliable access to the Internet. The AOL browser and Blackboard are not compatible. Students are required to use their Cougar Mail accounts when sending email to the instructor.

ENG 113 – Literature-Based Research

Students will need computer access with Microsoft Word 2000, XP, 2003, or 2007 for word processing and the required textbook. Students will also need access to a Camcorder. Students are required to complete an oral presentation that they video tape and submit to instructor. Students need reliable access to the Internet. The AOL browser and Blackboard are not compatible. Students are required to use their Cougar Mail accounts when sending email to the instructor.

ENG 114 – Prof Research & Reporting

In addition to the minimum requirements students will need access to digital video and voice recorders. PowerPoint software, the ability to download and use a free video editing software (Camtasia) and the ability to stream video on their computers.

ENG 233 – Major American Writers

Students will need computer access with Microsoft Word 2000, XP, 2003 or 2007 for word processing and the required textbook. Students must be familiar and understand how to use the Microsoft Tracking feature because instructor will return (graded form) a minimum of 2 essays using this feature. Students need reliable access to the Internet. The AOL browser and Blackboard are not compatible. Students are required to use their Cougar Mail accounts when sending email to the instructor.

HIS 236 – North Carolina History

In addition to the minimum requirements students will need the latest free version of RealPlayer and Adobe Flash.

HUM 160 – Introduction to film

Students are required to view four feature films from the course list for successful completion of HUM 160. Options for obtaining these films are as follows:

Renting from movie stores (Netflix, Blockbuster, etc.) Checking out films from libraries (CCCC and/or others) Monitoring TV listings guide for broadcasts of films.

LIB 113: – Library Cataloging and Classification

Students must have reliable access to the Internet and basic computer knowledge and skills. Students must also have access to Java player and Adobe Reader. Students must purchase required texts and have access to Anglo-American Cataloguing Rules, Second Edition 2002 Revision (any later "Update" is fine). This title is not available through CCCC; it may be ordered from the American Library Association: www.ala.org.

MAT 121- Algebra/Trigonometry I

Students will be required to have the Student Access Kit (Access Code) for CourseCompass/May-Math-Lab. These are supposed to be on the bookstore order. Students will also need to register (free of charge) at the Annenberg Foundation sponsored site learner.org to access a video series "Algebra In Simplest Terms."

MAT 151 - Statistics I

Students will be required to have the Student Access Code for WEBAssign. These are supposed to be on the bookstore order. Students will also need to register (free of charge) at the Annenberg Foundation sponsored site learner.org to access a video series "Against the Odds."

OST 131 – Keyboarding

The required software will only work with Word 2007. Students will have to load the CD from the

textbook kit out to their computer and they need a (1) flash drive to store the information. The flash drive is important not a disk.

RED 090 – Intro to College Reading

In addition to minimum requirements students must purchase new texts each semester from our CCCC Bookstore because they come bundled with required access codes for on-line lab work. New codes are required for each course each semester.

RED 090 – Improved College Reading

In addition to minimum requirements students must purchase new texts each semester from our CCCC Bookstore because they come bundled with required access codes for on-line lab work. New codes are required for each course each semester.

SPA 111 Elementary Spanish I

In addition to the minimum requirements students will also need a microphone and the ability to run MySpanishLab software on their computer. The minimum requirements for the software are as follows: To work in MySpanishLab, your computer should meet at least the 56 Kps (kilobits per second) connection speed.

The following operating systems and browsers are supported:

Operating Systems and Browsers PC - Windows XP Internet Explorer 6.0 and 7.0 or Windows Vista Internet Explorer 6.0 and 7.0.

SPA 112 Elementary Spanish II

In addition to the minimum requirements students will also need a microphone and the ability to run MySpanishLab software on their computer. The minimum requirements for the software are as follows: To work in MySpanishLab, your computer should meet at least the 56 Kps (kilobits per second) connection speed.

The following operating systems and browsers are supported:

Operating Systems and Browsers PC - Windows XP Internet Explorer 6.0 and 7.0 or Windows Vista Internet Explorer 6.0 and 7.0.

SPA 211 Intermediate Spanish I

In addition to the minimum requirements students will also need a microphone and the ability to run MySpanishLab software on their computer. The minimum requirements for the software are as follows: To work in MySpanishLab, your computer should meet at least the 56 Kps (kilobits per second) connection speed.

The following operating systems and browsers are supported:

Operating Systems and Browsers PC - Windows XP Internet Explorer 6.0 and 7.0 or Windows Vista Internet Explorer 6.0 and 7.0.