

# Special Course Requirements

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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**

Students need reliable access to the Internet. Student's operating system should be Microsoft Windows 2000 or XP. Students will need Microsoft Office 2003 or 2007 that includes Microsoft Word. (Not Microsoft Works, Word Perfect, or Notepad). Students need to purchase the required textbook package at the bookstore. Also, 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 122 – Principles of Financial Accounting II**

Students need to purchase the required textbook package. Students need reliable internet access and a computer that uses either Windows 2000 or Windows XP operating systems. Students need Microsoft Office XP or Microsoft Office 2003 or 2007 that includes Word and Excel. Students should be aware that Notepad or Microsoft Works will not work for this class.

## **ACC 140 – Payroll Accounting**

Students need to purchase the required textbook package. Students need reliable internet access and a computer that uses either Windows 2000 or Windows XP operating systems. Students need Microsoft Office XP or Microsoft Office 2003 or 2007 that includes Word and Excel. Students should be aware that Notepad or Microsoft Works will not work for this class. Students should have the latest Adobe software loaded on their computer. Students will need to load the Klooster & Allen Computerized Payroll Accounting Software that comes with the textbook onto their personal computer.

## **ACC 226 – Advanced Managerial Accounting**

Students need to purchase the required textbook package. Students need reliable internet access and a computer that uses either Windows 2000 or Windows XP operating systems. Students need Microsoft Office XP or Microsoft Office 2003 or 2007 that includes Word and Excel. Students should be aware that Notepad or Microsoft Works will not work for this class.

## **ACC 269 – Advanced 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.

## **BIO 111 - General Biology**

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 must have access to Java player to watch videos. 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.

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 153 – Human Resource Management**

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). There will be Midterm and Final report class meetings with a video option for those who cannot attend. Students are required to use their Cougar Mail accounts when sending email to the instructor. Students must purchase required text.

## **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.

## **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.

## **ECO 251 – Principles of Microeconomics**

This class will use Aplia Course Management for Economics. Students must purchase an Aplia access key from the bookstore or online at [www.aplia.com](http://www.aplia.com). An electronic textbook is included with the Aplia code. Instructions for accessing Aplia can be found on the Blackboard site and during the online orientation.

## **EDU 119 – Intro to Early Childhood Education**

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. The AOL browser and Blackboard are not compatible. Students are required to use their Cougar accounts when sending email to the instructor. Students will be asked to go out in the field and conduct observations at child care centers.

### **EDU 131 - Child, Family, and Community**

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.

### **EDU 221– Children with Exceptional Needs**

Course Prerequisites: EDU 144 and EDU 145 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). 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 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 131 – American History I**

In addition to reliable Internet access, students need the required textbook and Microsoft Word 2000, XP, 2003, or 2007 for word processing. Students must know how to view Microsoft Comments because instructor will grade work using this feature. Students need computer speakers or headphones to hear the audio-visual elements of the course. Students should have access to a VCR or DVD player for the popular film review assignment.

### **HIS 223 – African - American History II**

In addition to reliable Internet access, students need the required textbook and Microsoft Word 2000, XP, 2003, or 2007 for word processing. Students must know how to view Microsoft Comments because instructor will grade work using this feature. Students need computer speakers or headphones to hear the audio-visual elements of the course. Students should have access to a VCR or DVD player for the popular film review assignment.

### **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.

### **JOU 218 – Basic Photojournalism**

Students are required to have a camera (digital is preferred but 35mm is acceptable), and the capability to download photos. Students will need Internet access to be able to do all work from your home or office and a backup plan in case of system failure, power outages, etc. The computer's operating system should be Microsoft Windows 2000 or later. Students should be able to copy, paste, send attachments, and use discussion forums. Students are required to work in virtual groups (not meeting face-to-face). Students will need Office XP, Microsoft Office 2003, or Microsoft Office 2007 that includes Microsoft Word. (Not Microsoft Works, Word Perfect, or Notepad).

### **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](http://www.ala.org).

### **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.

### **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.