

Summer 2008 Special Course Requirements Distance Education Courses

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 Office XP or 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 need a VCR or DVD to view the videos as well as a CD-ROM drive in order to use the helpful software that comes with the textbook.

ACC 130 – Business Income Taxes: 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 150 – Accounting Software Applications: 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 220 – Intermediate Accounting I: Students must purchase the fourth edition of Intermediate Accounting, by Spiceland, Sepe, and Tomassini. As this is an online class, it is assumed that students have email and internet access (preferably high speed) as well as an understanding of how to use blackboard. Students need access to 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, Google Spreadsheets, or Microsoft Works will not work for this class.

BIO 090 – Foundations of 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.

BUS 115 – Business Law I: Students need to purchase the required textbook. Students need reliable internet access and a computer that uses either Windows 2000 or Windows XP operating systems. Students need reliable access to

Microsoft Office XP, Microsoft Office 2003, 2007, or a similar Microsoft application suite that includes Microsoft Word. Students should be aware that Notepad or Microsoft Works will not work for this class.

BUS 151 – People Skills: Students need to purchase the required textbook. Students need reliable internet access and a computer that uses either Windows 2000 or Windows XP operating systems. Students need reliable access to Microsoft Office XP, Microsoft Office 2003, 2007 or a similar Microsoft application suite that includes Microsoft Word. Students should be aware that Notepad or Microsoft Works will not work for this class.

BUS 252 – Labor Relations: Students need to purchase the required textbook. Students need reliable internet access and a computer that uses either Windows 2000 or Windows XP operating systems. Students need reliable access to Microsoft Office XP, Microsoft Office 2003, 2007 or a similar Microsoft application suite that includes Microsoft Word. Students should be aware that Notepad or Microsoft Works will not work for this class.

CIS 110 – Introduction to Computers: Students will need Internet access. To be able to do all work from home or office, students should be able to use a Pentium or newer computer. The computer's operating system should be Windows 2000 or Windows XP. To do the projects for the second half of the course, students will need Microsoft Office 2007 only, that includes Microsoft Word, Excel, Access, and PowerPoint. If students have Microsoft Office 2000, they may be able to do most of the assignments, but will notice differences in what they see on the computer and what displays in the textbook. Be aware that Word Perfect or Microsoft Works will not work for this course. Also, if students have Microsoft Office, they may have purchased a student version or an incorporate suite. In that case, students may have Microsoft Word, Microsoft PowerPoint, and Microsoft Excel, but lack Microsoft Access. If this is the case, students will be able to do everything EXCEPT for the two Access units. If students do not have the appropriate computer, operating system and software available at home or office, they may come to one of the CCCC campuses and use the Academic Assistance Centers or the Libraries. The college does NOT provide software for installation on student computers.

CIS 111 – Basic PC Literacy: Students will need Internet access. To be able to do all work from home or office, students should be able to use a Pentium or newer computer. The computer's operating system should be Windows 2000 or Windows XP. To do the projects for the second half of the course, students will need Microsoft Office 2007 only that includes Microsoft Word, Excel, and PowerPoint. Access is not required for this course, though it may be useful for future classes. Some versions of Microsoft Office include Access, while others do not. Be aware that Word Perfect or Microsoft Works will not work for this class. If students do not have the appropriate computer, operating system and software available at home or office, they may come to one of the CCCC campuses and

use the Academic Assistance Centers or the Libraries. The college does NOT provide software for installation on student computers.

ECO 251 – Principles of Microeconomics: Students need to purchase the required textbook. Students need reliable internet access and a computer that uses either Windows 2000 or Windows XP operating systems. Students need reliable access to Microsoft Office XP, Microsoft Office 2003, 2007 or a similar Microsoft application suite that includes Microsoft Word and Microsoft Excel. Students should be aware that Notepad or Microsoft Works will not work for this class.

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 childcare 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 235 – School-Age Dev & Program: 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 254 – Music & Move for Children: 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 childcare centers.

EGR 131– Intro to Electronics Tech: 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 (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. Required materials: scientific calculator (SHARP EL-506V recommended), tool kit (Minimum tool kit listing: miniature long nose pliers (5"), miniature wire cutters (4 1/2"), wire stripper, small flat screwdriver, medium flat screwdriver, small phillips screwdriver, medium phillips screwdriver, jewelers screwdriver set, & safety goggles/glasses), stereo headset, & stereo headphone to audio source 1/8" stereo plug. Recommended purchase of Multisim for this course (The college is now using Multisim Ver. 7). The CD Multisim is produced by Interactive Image Technologies. [Electronic Workbench Website](http://www.electronicworkbench.com)
<http://www.electronicworkbench.com>

ELN 131 – Linear IC Applications: 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 (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. Required materials: scientific calculator (SHARP EL-506V recommended), tool kit (Minimum tool kit listing: miniature long nose pliers (5"), miniature wire cutters (4 1/2"), wire stripper, small flat screwdriver, medium flat screwdriver, small phillips screwdriver, medium phillips screwdriver, jewelers screwdriver set, & safety goggles/glasses), stereo headset, & stereo headphone to audio source 1/8" stereo plug. Recommended purchase of Multisim for this course (The college is now using Multisim Ver. 7). The CD Multisim is produced by Interactive Image Technologies. [Electronic Workbench Website](http://www.electronicworkbench.com)
<http://www.electronicworkbench.com>

ENG 090/090A – Composition Strategies and Lab: 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 Mail accounts when sending email to the instructor.

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 – Professional Research & Reporting: 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 242 – British Literature II: 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 (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.

HIS 121 – Western Civilization I: Students must purchase textbook and have reliable access to the Internet and email.

HIS 122 – Western Civilization II: Students must purchase textbook and have reliable access to the Internet and email.

HIS 222 – African - 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 132 – American History II: Students must purchase textbook and have reliable access to the Internet and email.

HUM 110 – Technology and Society: Students need to purchase the required textbook. Students need reliable internet access and a computer that uses either Windows 2000 or Windows XP operating systems. Students need reliable access to Microsoft Office XP, Microsoft Office 2003, Microsoft Office 2007 or a similar Microsoft application suite that includes Microsoft Word. Students should be aware that Notepad or Microsoft Works will not work for this class.

HUM 122 – Southern Culture: 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.

ISC 121 – Environmental Health & Safety: Students need to purchase the required textbook. Students need reliable internet access and a computer that uses either Windows 2000 or Windows XP operating systems. Students need reliable access to Microsoft Office XP, Microsoft Office 2003, Microsoft Office 2007 or a similar Microsoft application suite that includes Microsoft Word. Students should be aware that Notepad or Microsoft Works will not work for this class.

JOU 216 LN1 – Writing for Mass Media: 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 Windows XP. 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 or Microsoft Office 2003 that includes Microsoft Word. (Not Microsoft Works, Word Perfect, or Notepad).

JOU 218 LN1 – 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).

MAT 060 – Essential Mathematics: Students must have taken MAT 050 or have the appropriate test scores to take this course. Students need reliable access to the Internet. The AOL browser and Blackboard are not compatible. To run the Cengage Learning Software, you will need the following: Microsoft® Windows 2000, Windows Vista, or Windows XP (recommended), Intel® or AMD® CPU at 266MHz or better, 128 MB RAM, Web browsers: Microsoft Internet Explorer 6.0-7.0 or Mozilla Firefox® 1.0–2.0, Java JRE 1.4.1_02–1.6.0/6.0 recommended for students, Adobe® Flash® Player strongly recommended, Screen Resolution of 800 x 600 or higher, and color quality of 16-bit or higher, Internet connection speed of 56k or higher, Pop-up blocking software turned off or configured to allow http://*.ilrn.com to display pop-ups, Recommended: Apple® QuickTime®, Real Player®, and Adobe® Shockwave® player, Sound card for products with audio features.

MAT 070 – Introductory Algebra: Students must have taken MAT 060 or have the appropriate test scores to take this course. Also, students must have completed Reading 080 or have a score of 65 or higher on reading comprehension. Students need reliable access to the Internet. The AOL browser

and Blackboard are not compatible. To run the Cengage Learning Software, you will need the following: Microsoft® Windows 2000, Windows Vista, or Windows XP (recommended), Intel® or AMD® CPU at 266MHz or better, 128 MB RAM, Web browsers: Microsoft Internet Explorer 6.0-7.0 or Mozilla Firefox® 1.0–2.0, Java JRE 1.4.1_02–1.6.0/6.0 recommended for students, Adobe® Flash® Player strongly recommended, Screen Resolution of 800 x 600 or higher, and color quality of 16-bit or higher, Internet connection speed of 56k or higher, Pop-up blocking software turned off or configured to allow http://*.ilrn.com to display pop-ups, Recommended: Apple® QuickTime®, Real Player®, and Adobe® Shockwave® player, Sound card for products with audio features.

MAT 080 – Intermediate Algebra: Students must have taken MAT 060 or have the appropriate Arithmetic test score and have an Elementary Algebra test score of 55 or higher to take this course. Also, students must have completed Reading 080 or have a score of 65 or higher on reading comprehension. Students need reliable access to the Internet. The AOL browser and Blackboard are not compatible. To run the Cengage Learning Software, you will need the following: Microsoft® Windows 2000, Windows Vista, or Windows XP (recommended), Intel® or AMD® CPU at 266MHz or better, 128 MB RAM, Web browsers: Microsoft Internet Explorer 6.0-7.0 or Mozilla Firefox® 1.0–2.0, Java JRE 1.4.1_02–1.6.0/6.0 recommended for students, Adobe® Flash® Player strongly recommended, Screen Resolution of 800 x 600 or higher, and color quality of 16-bit or higher, Internet connection speed of 56k or higher, Pop-up blocking software turned off or configured to allow http://*.ilrn.com to display pop-ups, Recommended: Apple® QuickTime®, Real Player®, and Adobe® Shockwave® player, Sound card for products with audio features.

MAT 140 – Survey of Mathematics: Students must meet prerequisites for the course: MAT 060 and MAT 070 or appropriate test scores. Students must have a VCR or DVD to view the videos.

MED 122 – Medical Terminology II: Students need to have texts and current Webtutor access code from Spring 2008 offering to continue the online course. If a new enrollee, student must purchase both from the bookstore and have a computer with Internet access, a CD-ROM drive, and Microsoft Word. Students must purchase an access code to access the online course cartridge with textbook and CD-ROM.

MKT 120 – Principles of Marketing: 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 (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. Students may purchase optional online supplement on the Publisher's website.

OMT 218 – Dev Team Performance: 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 (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.

OST 131 – Keyboarding – Students must have a working printer attached to the computer they type the labs. MS Word, 2000, 2002, 2003 and with a live up-date from the textbook company they can run 2007. CD drive

PSY 150 – General Psychology: Students need a computer operating system that should be Windows 2000 or Windows XP and the required textbook. Students will need Microsoft Office XP, Microsoft Office 2003, or Microsoft Office 2007 that includes Microsoft Word and PowerPoint. Be aware that Notepad or Microsoft Works will not work for this class. Students are required to use their Cougar Mail accounts when sending email to their instructor. Be advised that Blackboard and AOL are not compatible. Students will need to use Internet Explorer or Mozilla Firefox as their internet browser.

RED 080 – Intro to College Reading: Students need good, established computer skills including word processing, e-mail, and Internet use. Students must have reliable Internet access and a back-up if needed. Students will need Microsoft Office XP or Microsoft Office 2003 that includes Microsoft WORD and PowerPoint. Be aware that Notepad or Microsoft Works will not work for this class. Students are required to use their CCCC Cougar Mail accounts when sending email to their instructor. The textbook for this class is new beginning Summer 08. The text packet MUST be purchased from the CCCC Bookstore in order to have all needed access codes, etc.

RED 090 – Improved College Reading: Students need good, established computer skills including word processing, e-mail, and Internet use. Students must have reliable Internet access and a back-up if needed. Students will need Microsoft Office XP or Microsoft Office 2003 that includes Microsoft WORD and PowerPoint. Be aware that Notepad or Microsoft Works will not work for this class. Students are required to use their CCCC Cougar Mail accounts when sending email to their instructor. The textbook for this class is new beginning Summer 08. The text packet MUST be purchased from the CCCC Bookstore in order to have all needed access codes, etc.

SOC 210 – Introduction to Sociology: Students need to purchase the required textbook. Students need reliable internet access and a computer that uses either Windows 2000 or Windows XP operating systems. Students need Microsoft Office XP, Microsoft Office 2003, or Microsoft Office 2007 that includes Word and Excel. Students should be aware that Notepad or Microsoft Works will not work for this class.

SPA 111 – Elementary Spanish I - Students need Microsoft Windows with an Intel or equivalent processor @ 400 MHZ, 128 MB RAM, and CD-ROM Drive. The most recent version of Internet Explorer, Macromedia Flash Player and Windows Media Player. Java, JavaScript and cookies must be enabled. Screen resolution must be set to at least 800x600 pixels. Must have a working sound card. Students using dial-up connection may experience long delays when downloading audio and video files. To avoid these wait times, it is strongly recommended that students use the Video and Interactive CD-ROMs provided with their textbook and the Lab MP3 Files Audio CD-ROM provided free-of-charge with their Web-SAM. A broadband or high-speed Internet connection (for example, Cable, DSL, T1, LAN) is recommended for optimal use. The required textbook, (Panorama, second edition published by Vista Higher Learning in Boston), which comes packaged with a dictionary and two audio CDs (Textbook Activities CD and Vocabulary Audio CDs) and two CD-ROMs (Interactive CD-ROM and Fotonovela Video CD-ROM).

SPA 112 – Elementary Spanish II: Students need Microsoft Windows with an Intel or equivalent processor @ 400 MHZ, 128 MB RAM, and CD-ROM Drive. The most recent version of Internet Explorer, Macromedia Flash Player and Windows Media Player. Java, JavaScript and cookies must be enabled. Screen resolution must be set to at least 800x600 pixels. Must have a working sound card. Students using dial-up connection may experience long delays when downloading audio and video files. To avoid these wait times, it is strongly recommended that students use the Video and Interactive CD-ROMs provided with their textbook and the Lab MP3 Files Audio CD-ROM provided free-of-charge with their Web-SAM. A broadband or high-speed Internet connection (for example, Cable, DSL, T1, LAN) is recommended for optimal use. The required textbook, (Panorama, second edition published by Vista Higher Learning in Boston), which comes packaged with a dictionary and two audio CDs (Textbook Activities CD and Vocabulary Audio CDs) and two CD-ROMs (Interactive CD-ROM and Fotonovela Video CD-ROM).