

# Special Course Requirements

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## A Notice Concerning Your Computer System Requirements and Blackboard 9.1 SP13

### Operating Systems

Blackboard recommends students to use at least Windows 7. Please note: Microsoft Office is not an operating system; therefore, there is no such thing as Windows 2007, only Office 2007. This is a common mistake made by users.

### Browsers

A browser is your portal to the Internet. There are quite a few on the market today including Internet Explorer, Mozilla Firefox, Apple Safari, and Google Chrome. Blackboard strongly recommends certain browsers for its users.

For users with Windows Vista, 7, or 8, Blackboard recommends using Mozilla Firefox, or Google Chrome. Audio and video perform better in Internet Explorer 10 or 11, so we recommend having both browsers on your computer for use. Tests are most stable in Firefox.

For the latest operating system and browser compatibility information see the [Blackboard knowledge base](#).

### Plug-ins

There are three plug-ins we recommend you load on your computer. These plug-ins include Adobe Reader, Adobe Flash, and Java. These are free downloads and are the most commonly used plug-ins for students. Links to these programs can be found on the distance education website at [www.cccc.edu/de](http://www.cccc.edu/de).

Your instructor may require you to install additional software, or plug-ins.

## Course Specific Requirements

**All students must complete an orientation quiz for each distance course by the census date to remain enrolled.** Students will need computer access with a minimum Microsoft Office 2010 or the recommended 2013 version to submit homework documents (not Microsoft Works, Word Perfect, or Notepad). Students need reliable access to the Internet. 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 will need access to a high speed internet connection in order to view streaming video content related to this course. Students must come in person to give an oral presentation as their final exam, but if they use the guidelines on how to tape their presentations, they do not need to travel to the campus. They can simply send in their taped presentation.

### 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 129 - Individual Income Taxes

For all accounting distance education courses, access to Microsoft Office Word and Excel are required in order to submit homework, unless specifically instructed otherwise. Students will also need Adobe Acrobat Reader.

### ACC 130 – Business Income Taxes

For all accounting distance education courses, access to Microsoft Office Word and Excel are required in order to submit homework, unless specifically instructed otherwise. Students will also need Adobe Acrobat Reader.

### ACC 140 – Payroll Accounting

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 150 – Accounting Software Applications

Students should have the latest Adobe software loaded on their computer. Students will need to load the QuickBooks Pro 2010 Accounting Software that comes with the textbook onto their personal computer.

### ACC 220 - Intermediate 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. Students will also need Adobe Acrobat Reader.

### 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 094 – Concepts of Human Biology

Students will occasionally be required to submit digital images of their work. This requirement may be satisfied with an image from a digital camera, a scanned image or a web-cam image (cell phone images may not be accepted if they are of poor quality.) If a required digital image is not submitted for an assignment, a grade of "Zero" will be given for that assignment.

**Students should be aware that the mid-term and final exams will be given as seated proctored exams, as scheduled on the college calendar.**

## BIO 110 – Introduction to Biology

This course requires a lab kit, you should contact your instructor to get these materials. The lab kits are provided for you from the college at no charge but you are responsible for making arrangements to pick up the lab kit. You must also make arrangements to return the kit at the end of the semester, or after withdrawing from the course. The sooner you pick up the kits the better. Kits can be picked up at any of the three main campuses. Please contact your instructor to arrange your pick up day, time, and location. 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". **Students should be aware that the mid-term and final exams will be given as seated proctored exams, as scheduled on the college calendar.**

## BIO 111 - General Biology

For the lab component of BIO 111 there is NOT a lab manual, so please do not purchase one. What you will be required to purchase is access to Late Nite Labs, which will cost \$15. You can purchase access through the bookstore or directly from the website (details for direct purchase will be given in BB). This course will also require a lab kit. Students will be required to come to one to the main campuses to pick up a lab kit, which will contain nearly all of the lab supplies needed for the lab portion of the course. Other, everyday supplies, like paper cups, vinegar, etc. will be provided by the student. All labs will be performed in the virtual world or by you at an off campus site (i.e. your home), however you are required to submit digital images of the data sheets and lab set ups 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 or camera phone). All students must submit digital images that can be read and failure to do so may result in withdrawal from the course or a grade of an "F".

## BIO 112 – General Biology II

For the lab component of BIO 112 there is NOT a lab manual, so please do not purchase one. What you will be required to purchase is access to Late Nite Labs, which will cost ~\$15. You can purchase access through the bookstore or directly from the website (details for direct purchase will be given in BB). This course will also require a lab kit. Students will be required to come to one to the main campuses to pick up a lab kit, which will contain nearly all of the lab supplies needed for the lab portion of the course. Other, everyday supplies, like paper cups, vinegar, etc. will be provided by the student. All labs will be performed in the virtual world or by you at an off campus site (i.e. your home), however you are required to submit digital images of the data sheets and lab set ups 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.s canner or camera phone). All students must submit digital images that can be read and failure to do so may result in withdrawal from the course or a grade of an "F".

## BIO 140 – Environmental Biology

For the lab component of BIO140 there is NOT a lab manual; please do not purchase one in the book store. Students will be required to come to one to the main campuses to pick up a lab kit, which will contain nearly all of the lab supplies needed for the lab portion of the course. Other, everyday supplies, like paper cups, vinegar, etc. will be provided by the student. Students are required to have a digital camera or ways of producing digital images, e.g., cell phone.

## BUS 225 – Business Finance

It is recommended that students have access to a business calculator and/or Excel.

## BUS 280 - REAL Small Business

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.

## CHM 092 - Fundamentals of Chemistry

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. The midterm and final exams will be proctored tests, NOT online tests. **Students must also enroll in the co-requisite CHM 092L seated lab course.**

## CHM 130 – General, Organic, and Biochemistry

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. Students must also enroll in the co-requisite CHM 130A seated lab course. The midterm and final exams will be proctored tests NOT online tests.

## CHM 151 - General Chemistry I

The computer must have a Java player to watch videos, Adobe reader to view documents and MS PowerPoint (or PowerPoint Viewer) to open PowerPoint presentations. The lab component of this course will utilize Late Nite labs, other online labs, and “kitchen chemistry.” Access to Late Nite labs must also be purchased through the Late Nite lab website. To determine if your computer meets the requirements for using Late Nite Labs, go to <http://www.latenitelabs.com/system.asp>. Some labs will require supplemental items that you may have at home or that can be purchased at a local stores. The cost for these items is not expected to exceed \$50. Students must purchase the 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 through the Mastering Chemistry Website. **The midterm and final exams will be proctored tests NOT online tests.**

## CHM 152 – General Chemistry II

The computer must have a Java player to watch videos, Adobe reader to view documents and MS PowerPoint (or PowerPoint Viewer) to open PowerPoint presentations. The lab component of this course will utilize Late Nite labs, other online labs, and “kitchen chemistry.” Access to use Late Nite labs must also be purchased at the Late Nite labs website . To determine if your computer meets the requirements for using Late Nite Labs, go to <http://www.latenitelabs.com/system.asp>. Some labs will require supplemental items that you may have at home or that can be purchased at a local stores. The cost for these items is not expected to exceed \$50. Students must

purchase the 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 through the Mastering Chemistry website. If you used Mastering Chemistry-Online homework last semester in CHM 151 you can continue to use the same account this semester and should not need a new Access Code. **The midterm and final exams will be proctored tests NOT online tests.**

### CIS 110 – Introduction to Computers

Students will need computer access with a minimum of **Microsoft Office 2013** for the following applications: Access, Excel, Word and PowerPoint to submit homework documents (not Microsoft Works, Word Perfect, or Notepad). Microsoft Office 2013 will also be used to access documents on the Blackboard class site.

### CIS 111 – Computer Literacy

Students will need computer access with a minimum of **Microsoft Office 2013** for the following applications: Excel, Word and PowerPoint to submit homework documents (not Microsoft Works, Word Perfect, or Notepad). Microsoft Office 2013 will also be used to access documents on the Blackboard class site.

### DBA 110 – Database Concepts

Students will need computer access with **Microsoft Office 2013** for the following applications: Access, Excel, Word and PowerPoint to submit homework documents (not Microsoft Works, Word Perfect, or Notepad). Microsoft Office 2013 Access will be used the first week of class. **Students must have availability to Microsoft Office 2013 Access from the first week of class.** Microsoft 2013 applications 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 and videos from the Blackboard site. CD drive on the computer you will be using. Adobe reader will be required to open a few documents. Students will need a backup computer to use if something happens to their main computer.

### DMA 10/80 – Developmental Math Modules

All Developmental Math modules are 4 weeks in length. Each module requires a proctored final exam that must be passed with an **80% or higher**; the exam must be taken on a computer with the lock down browser installed. All distance education courses require an orientation quiz that must be completed by the census date, which is day two in a 4-week module. Thus, complete your orientation the first day of class. WebAssign software will be used for these courses. For more details see the [comprehensive DMA module requirements document](#).

### ENG 111/111A – Expository Writing and Lab

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.

### ENG 113 – Literature-Based Research

Students will also need access to a Camcorder. Students are required to complete an oral presentation that they video tape and submit to instructor.

### ENG 114 – Prof Research & Reporting

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 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.

## GEL 111 – Introductory Geology

Students will occasionally be required to submit digital images of their work. This requirement may be satisfied with an image from a digital camera, a scanned image or a web-cam image (cell phone images may not be accepted if they are of poor quality.) If a required digital image is not submitted for an assignment, a grade of "Zero" will be given for that assignment.

## HIS 236 – North Carolina History

Students will need the latest free version of RealPlayer and Adobe Flash.

## HUM 150 – American Women's Studies

Students will complete a collaborative learning experience that requires working in teams. Collaborative learning is an essential component of the course and will require use of technology, such as Google Hangouts or Skype. Students need the ability to stream video on their computers. The course requires the ability to access the Internet during the week and on the weekends.

## 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 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).

## MAT 140 – Survey of Mathematics

Students must meet prerequisites for the course. **Students should be aware that on-site proctored mid-term and/or final exams may be given.**

## MAT 121- Algebra/Trigonometry I

Students will be required to have the Student Access Kit (Access Code) for [My-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](http://learner.org) to access a video series "Algebra In Simplest Terms." **Students should be aware that on-site proctored mid-term and/or final exams may be given.**

## MAT 151 - Statistics I

Proctored Midterm and Final. Access Code to MyStatLab (ISBN: 9780135027028) for required assignments associated with the text Elementary Statistics 5th edition by Larson (ISBN: 9780321693624). Note: Purchase of Access Code includes the complete text in electronic version. Students should have a reliable scientific or graphing calculator with [two-variable statistics](#) functions and access to a spreadsheet program such as Microsoft Excel (access to StatCrunch included with the access kit, but some students prefer to work with other spreadsheet applications). **Students should be aware that on-site proctored mid-term and/or final exams maybe given.**

## **MAT 161 - College Algebra**

**Students should be aware that on-site proctored mid-term and/or final exams may be given.**

## **MAT 171 - Precalculus Algebra**

**Students should be aware that on-site proctored mid-term and/or final exams may be given.**

## **MED 118 – Medical Law and Ethics**

Microsoft 2007 will also be used to access documents on the Blackboard class site. CD drive on the computer will be needed for CD-ROM homework assignments. Adobe reader will be required to open a few documents. Students must purchase required textbook with Access Key code from CCCC book store to enter course. Students taking this course should be able to send e-mails, create word documents, and attach word documents

## **MED 121 – Medical Terminology I**

Microsoft 2007 will also be used to access documents on the Blackboard class site. CD drive on the computer will be needed for CD-ROM homework assignments. Adobe reader will be required to open a few documents. Students taking this course should be able to send e-mails, create word documents, and attach word documents. An access code MUST be purchased for online classes. You can purchase this code at the college bookstore. You cannot access this class online without the Access Key Code.

## **MED 122 – Medical Terminology II**

Microsoft 2007 will also be used to access documents on the Blackboard class site. CD drive on the computer will be needed for CD-ROM homework assignments. Adobe reader will be required to open a few documents. Students taking this course should be able to send e-mails, create word documents, and attach word documents. An access code MUST be purchased for online classes. You can purchase this code at the college bookstore. You cannot access this class online without the Access Key Code.

## **MED 264 – Medical Assisting Overview**

Microsoft 2007 will also be used to access documents on the Blackboard class site. CD drive on the computer will be needed for CD-ROM homework assignments. Adobe reader will be required to open a few documents. Students must purchase required textbook with Access Key code from CCCC book store to enter course. Students taking this course should be able to send e-mails, create word documents, and attach word documents.

## **MED 270 – Symptomatology**

Microsoft 2007 will also be used to access documents on the Blackboard class site. CD drive on the computer will be needed for CD-ROM homework assignments. Adobe reader will be required to open a few documents. Students must purchase required textbook with Access Key code from CCCC book store to enter course. Students taking this course should be able to send e-mails, create word documents, and attach word documents.

## **MED 272 – Drug Therapy**

Microsoft 2007 will also be used to access documents on the Blackboard class site. CD drive on the computer will be needed for CD-ROM homework assignments. Adobe reader will be required to open a few documents. Students must purchase required textbook with Access Key code from CCCC book store to enter course. Students taking this course should be able to send e-mails, create word documents, and attach word documents.

## **OST 131 – Keyboarding**

Microsoft Office Word 2013 is required software.

## **SPA 111 Elementary Spanish I**

Students are required to have access to a webcam with a built-in microphone. Students must also have the proper operating systems, browsers and plug-ins needed to work in MySpanishLab. Details can be found at [www.mylanguagelabs.com](http://www.mylanguagelabs.com). Select Support, then System Requirements to see the latest information.

## **SPA 112 Elementary Spanish II**

Students are required to have access to a webcam with a built-in microphone. Students must also have the proper operating systems, browsers and plug-ins needed to work in MySpanishLab. Details can be found at [www.mylanguagelabs.com](http://www.mylanguagelabs.com). Select Support, then System Requirements to see the latest information.

## **SPA 141 - Culture and Civilization**

Students must have access to Java player to watch videos and to power point software. Adobe reader will be required to open a few documents. Students are required to submit digital images for this 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".

## **SPA 211 Intermediate Spanish I**

Students are required to have access to a webcam with a built-in microphone. Students must also have the proper operating systems, browsers and plug-ins needed to work in MySpanishLab. Details can be found at [www.mylanguagelabs.com](http://www.mylanguagelabs.com). Select Support, then System Requirements to see the latest information.

## **SPA 212 Intermediate Spanish II**

Students are required to have access to a webcam with a built-in microphone. Students must also have the proper operating systems, browsers and plug-ins needed to work in MySpanishLab. Details can be found at [www.mylanguagelabs.com](http://www.mylanguagelabs.com). Select Support, then System Requirements to see the latest information.