4. Computer and Internet Requirements

**You need to be comfortable with the use of computers.** What I mean by this statement is you need to be able to do more than e-mail and games. You are required to be comfortable with and familiar with the following:

- **Web browsers:** Internet Explorer or Netscape are recommended
- **Sending and receiving e-mail,** either web-based, through the college or through your ISP (Internet Service Provider)
- **Word processing program,** such as Word, Word Perfect or some other word processing program
- **Basic folder/file management** in Windows or MacOS, i.e. saving, moving, copying and pasting files
- **Other Programs (freeware needed for some websites you might visit):** Adobe Reader, Flash Reader, Java, and GoogleEarth

**Skills to have or learn while participating in this course.**

You should be familiar with or become proficient in are online discussion boards. You may also be called upon to use a **spreadsheet program** (Excel), a **presentation program** (PowerPoint) and a **web authoring program** (Front Page or Dreamweaver), but if you don't have these skills, don't worry. If we need them, I'll walk you through them and chances are more than a few of your classmates will be able to help you out.

**Patience:**

You may also need to troubleshoot software and hardware problems. Patience starts by taking a deep breath, so if you are having technical problems, take a deep breath first. Then slowly, methodically and patiently take steps to eliminate the source(s) of the problems.
If you don't have this knowledge, make sure you know someone who does and make sure you have an alternate location for conducting your class work. **Failure of your computer is not an excuse for missing any deadline including but, not limited to quizzes, exams or assignments**. Computers can be found in the numerous computer labs on our campus or in the library. You may also find a computer with Internet access at your home, your parent's house, a friend or relative's house or at some other location.

Above all, don't let technical issues hamper your studies. If you really are not that good with computers (and you will know who you are), then I strongly suggest that you develop those skills before you take an online course.