

TECHNICAL REQUIREMENTS

Students should have access to the following to ensure that they can complete the course:

Computer requirements

- A PC running Windows 2002 or later or a Macintosh running OS 10.x
- Audio capability is required
- Broadband Internet connection

Software requirements:

- Internet Explorer or similar web browser
- Office 2003 or Office 2007 (recommended) for PCS, Office 2000 or 2008 for Mac's
- Adobe Reader is required, free from www.adobe.com
- Individual courses may have additional requirements that will be listed in the syllabus.
 - Java 2 Runtime Environment (free download www.java.com)
 - Flash Player 8 or latest version (free download at www.adobe.com)
 - Adobe Acrobat Reader 8.0 or latest version (free download at www.adobe.com)

Free downloads that are not required, but may be useful:

- Email accounts: www.yahoo.com; www.hotmail.com; www.aol.com
- Instant messaging:

Minimum computer skills

On a technical level, students must be able to achieve the following:

1. Operate a Windows- based personal computer including CPU, keyboard, mouse, CD/DVD ROM and printer.
2. Perform common computer operations including:
 - a. Create folders
 - b. Find, copy, move, rename and delete files
 - c. Create back- up files or save to a network drive
3. Use Microsoft Word to:
 - a. Create, edit, format, spell- check, save, retrieve, and print a document
 - b. Copy and paste information within and between documents
 - c. Save a document in various formats
4. Use Microsoft Outlook or other e- mail application to:
 - a. Send, receive, store and retrieve messages
 - b. Send, receive and open attachments
 - c. Manage mailbox size
5. Configure and utilize Internet Explorer or other web browser to:
 - a. Access the Internet
 - b. Open Web pages
 - c. Open, print and save Adobe Acrobat files (.pdf)
 - d. Copy URLs to Microsoft Word
 - e. Use a search engine or directory to find information on the Internet