

### Student Technical Skills Requirements

The following computer skills are needed in order to participate in a NCVPS course. Students and their NCVPS distance learning advisors are responsible for assessing student skill levels. If students do not possess these skills, they might find it very frustrating to participate in an online course.

**Note:** Please be aware that the instructor will **not** be teaching these skills as part of the course(s).

<p><b>Basic Skills</b></p> <ul style="list-style-type: none"> <li>• Locate a file on hard drive, diskette, and/or server</li> <li>• Save a file to a specific drive and folder</li> <li>• Change drives</li> <li>• Connect to the Internet (if working from home)</li> <li>• Navigate between two or more applications without closing and re-opening (multi-tasking)</li> </ul>	<p><b>Web Browser Skills</b></p> <ul style="list-style-type: none"> <li>• Go to a specific URL</li> <li>• Print a page</li> <li>• Follow a hypertext link</li> <li>• Conduct a basic search using a search engine</li> <li>• Re-trace a hypertext path</li> </ul>
<p><b>Email Skills</b></p> <ul style="list-style-type: none"> <li>• Forward a message</li> <li>• Create a folder</li> <li>• Save a message into a specific folder</li> <li>• Delete a file</li> <li>• Add a name to the address book</li> <li>• Retrieve a name from the address book</li> <li>• Paste text from a word processor</li> <li>• Send an attachment</li> <li>• Open and/or save an attachment</li> </ul>	<p><b>Word Processor Skills</b></p> <ul style="list-style-type: none"> <li>• Open a new file</li> <li>• Open an existing file</li> <li>• Save a file</li> <li>• Rename a file</li> <li>• Save a file as a different format or with a different name [Use "Save As"]</li> <li>• Copy or cut text</li> <li>• Paste text</li> <li>• Format text</li> <li>• Change line spacing</li> <li>• Print a document</li> </ul>

Hardware/Software Requirements for Home Access

System Requirements		
<b>Operating Systems</b>	Windows	Vista, XP, 2000
	Macintosh	OS X 10.4.6 (minimum)
<b>Browser Options</b> (select one)	Internet Explorer	6.0 (minimum)
	Firefox (Windows)	2.0.0.1 (minimum)
	Safari (Macintosh)	2.0.3 (minimum)
<b>Browser Plug-ins</b>	Sun Java	JRE 6.0 (1.6.0) (minimum)
	Sun Java 3D	1.3.1
	Flash	9.0 (minimum)
	Adobe Reader	8.0 (minimum)
	Curriculum Pathways® Components	1.0
<b>Internet Connection</b>	56K (or faster)	
<b>Audio</b>	Sound Capability & Headphones/Speakers	
<b>Pop-up Blocker(s)</b>	Must be turned off for SASinSchool.com	

**Effective written communication skills**

Students must use electronic e-mail and discussion forums to communicate with their peers as well as the instructors. The ability to write clearly to communicate ideas and assignments is essential. This method provides the learner with rapid feedback as well as a means to inform instructors of any concerns or problems that they may be experiencing.

**Personal commitment**

Because there are no bells that begin and end classes, students must have a strong desire to learn and achieve knowledge and skills via online courses. Making a commitment to learn in this manner is a very personal decision and requires a **strong commitment** to perform in order to achieve academic success.

**Time Management**

Students must be able to organize and plan their own best "time to learn." There is no one best time for everyone, but the key to learning is to make the time to learn. In an online course, time management is critical to success because most activities can be accomplished asynchronously – students don't have to be online at the same time as the instructor or other students. However, learning "anytime, anywhere" also makes it easier to put off logging on and participating in class. As with any traditional course, one risks earning a lower grade if you fall behind.