

## Student Online Course Requirements

\*LSTC catalog degree manuals and student handbooks also provide this information.\*

Prior to enrolling in an online class, students are invited to schedule time with our Teaching and Learning Technician at [tltech@lstc.edu](mailto:tltech@lstc.edu) to learn the functionality of our Learning Management System (LMS) called MyLearning.

Our Student Services Office is another resource well-versed in the technical skills needed for prospective students to complete these offerings. You can reach Student Services at [studentservices@lstc.edu](mailto:studentservices@lstc.edu).

Essential student requirements for online courses at LSTC include:

- Computer literacy
- Ability to perform tasks such as:
  - Run a program
  - Organize and manipulate files on a [personal computer](#) and/or [removable media](#) (such as a [USB storage device](#)).
- Students are expected to be able to:
  - Compose and print research papers with appropriate figures and/or tables
  - Use a standard word processing program (i.e. Microsoft Word, Pages, etc.)
  - Install software
  - Connect to Wi-Fi
  - Participants should know how to communicate using email and electronic bulletin/message boards (Chat, Forums, etc.).
  - Information retrieval skills:
    - Participants need the ability to use JKM Library catalogs and databanks (for more information go to [www.jkmlibrary.org](http://www.jkmlibrary.org) )
    - Be familiar with finding information on the web using search engines (i.e. Google, Yahoo, etc.)
    - Have the ability to upload and download files
  - Use Zoom and/or Microsoft Teams
  
- Hardware requirements: We recommend a current model computer/tablet less than two years old with at least the following hardware base:



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- Computer Type: Mac OS X, Windows 10 PC, or Chromebook
- Processor: Single Core 1Ghz or higher
- Memory: 2G RAM
- Webcam: Webcam (may be built-in)
- Speaker: Built-in
- Microphone: Built-in or headphones with microphone included
- Power: Access to a power outlet (keep computer plugged in at all times)
- Lighting: Typical classroom lighting brightness level, no strong lighting behind you
- Noise: A quiet, distraction-free environment
- Network: Wired greater than or equal to 100 mbps preferred or STRONG Wi-Fi signal, Wireless 802.11n (802.11ac Recommended)
- Internet Access: Internet connection speed of 3.0 mbps (up AND down)
- Have ability to scan pages and send them electronically (jpegs, pdf, etc.)
- Software requirements include
  - MS office
  - Web browser (i.e. Safari, Chrome, Firefox, etc.)
  - Video player (Vimeo, YouTube, etc.)
  - Adobe Reader
  - Video communications software program (Zoom and/ Microsoft Teams)