

What are the suggested Technology Specifications for Online Students?

The following requirements are recommended for optimal success as an online student. Please note that some courses may have more specific requirements. At the College, most instructors teaching from campus have Windows 10 (or higher) operating software and MS Office 2016 software. Microsoft 365 is available free to all students. Most instructors require students to use MS Word or a compatible software. Google docs are not accepted; therefore, all Google docs must be converted to a word doc or pdf file format for submission to Blackboard.

Minimum Hardware Requirements:

Mac Laptop Minimum Requirements

- Intel Mac Laptop, Core i3/m3 processor or better
- OS X 10.10 or higher
- Microsoft Office 2016 for Mac
- Minimum 4GB of memory, 8GB recommended
- Minimum 120GB storage, 256GB and SSD recommended
- Webcam

Windows Laptop Minimum Requirements

- Intel Core i5 processor or better
- Windows 10
- Microsoft Office 2016 or newer
- Minimum 4GB Memory, 8GB recommended
- 120 GB storage or above, SSD recommended
- Webcam

PC Minimum Requirements

- PC Windows 10 or Apple Mac laptop capable of running Mac OS X 10.11 or newer (**no Chromebook**)
- Multicore processor with 64-bit support
- 8 GB of RAM minimum, 16 GB of RAM recommended or better
- 256 GB of storage or better (SSD or hard drive - 7200 rpm recommended)
- 1440 x 900 resolution display or better
- 3 button mouse
- Webcam & video player software

Minimum Software Requirements:

- Internet connection (ISP) and Browser Chrome, Safari, Edge or Firefox – latest version
- Microsoft Office 2016 or Microsoft Office 365 offered to students for free
- Plug-Ins and Other Useful Software that may be required in certain classes
- Adobe, PDF Viewer
- Respondus Lockdown Browser with Monitor (for specific classes only)

Minimum Computer Skills:

You should be able to do all of the following:

- Download Microsoft Office 365 or Microsoft Office 2016
- Access MCC email (Outlook) via web browser on your computer
- Download the Outlook App on a smartphone
- Send and receive email using MCC email (Outlook)
- Send attachments with an email
- View, save, and print attachments from an email
- Download files, including software if necessary
- Navigate the web using basic browser methods
- Turn on or off pop-up blockers
- Change security settings to allow items that may be blocked by your security settings
- Navigate and use tools in Blackboard (MCC's Learning Management System)
- Post and reply to discussion threads in Blackboard
- Adapt to using various online textbooks and homework systems
- Take quizzes or tests online
- Use a webcam for online test monitoring if required for online testing
- Upload files, if necessary (for example, into Blackboard, or software as needed by class)
- Save in different file formats (such as docx to pdf)

In addition to Computer Skills, students are expected to apply Email Etiquette:

The majority of online students and instructors use email to communicate.

Please keep these universal netiquette policies in mind:

- Follow the specific instructor's directions regarding subject lines and attachments.
- Write complete sentences when sending an email message.
- Take a screen shot to include when you have questions about online content
- Don't use all CAPITAL LETTERS.
- Check your spelling.
- Be courteous, and never use offensive language.
- Sign your email messages.
- Be careful what you include in your messages; sometimes email can be delivered to the wrong person.

Double check your humor and tone before hitting the "Send" button.