

## SOFTWARE SKILLS CHECKLIST FOR WEBCT 4

OK	Need	Software and Accounts	Specification	Comments and Skills
		<b>Using a computer</b>		<ul style="list-style-type: none"> <li>• Can turn on, switch between active applications, print from and shut down a computer.</li> </ul>
		<b>Document production software</b>	Microsoft Office	<p>You will need some basic MS Office skills for course design.</p> <ul style="list-style-type: none"> <li>• Can create, save and edit a Word document, and PowerPoint presentation.</li> <li>• Can create hyperlinks to other sections of a document, other documents or other Web sites.</li> <li>• Can insert ready-made images from the Internet, clipart or other sources into MS Office documents.</li> <li>• Can produce simple images (e.g., a diagram or flow chart) to aid in teaching certain concepts.</li> </ul>
		<b>Browser software</b>	<p>Since Columbia State Community College is a Microsoft Campus, will support Internet Explorer</p> <p>Not all browsers are supported by WebCT. For a list of currently supported browsers, see the <a href="http://www.webct.com/tuneup">Browser Tune-up at http://www.webct.com/tuneup</a>. To discuss unsupported browsers with other WebCT users, see the Browser Discussion.</p>	<ul style="list-style-type: none"> <li>• Can use search engines (e.g., <a href="http://www.yahoo.com">www.yahoo.com</a>) to locate information on the Web.</li> <li>• Can download files.</li> <li>• Can copy and paste Internet-based data into MS Office files.</li> <li>• Chat room and discussion forum experience is helpful.</li> </ul> <p>If students use AOL for Web access, they will need the AOL version 4.0 or higher client, and the Netscape 4.5x or higher or Internet Explorer 5.0 or higher browser. Do not use earlier versions of the AOL client with earlier versions of Netscape or Internet Explorer (they have difficulty accessing some WebCT features).</p>
		<b>Basic Internet structure</b>		<ul style="list-style-type: none"> <li>• Understand the basic role of personal computers, modems, ISPs and Web servers relative to online learning.</li> <li>• You're not expected to become a techie, but it will help you and your students to at least know how the Internet works.</li> </ul>
		<b>WebCT</b>	<b>Web-Enhanced Course</b>	Email, calendars, student discussion board, materials
			<b>Internet Course / Hybrid Course</b>	<ul style="list-style-type: none"> <li>• Email Tool</li> <li>• Calendar Tool</li> <li>• Discussion Tool</li> <li>• Build content modules</li> <li>• Grade book Tool</li> <li>• Quiz Tool</li> </ul>