



Technology Requirements

The educational program is accessed through Mount Mary University E-Learning Management System: <https://my.mtmary.edu>. The learner logs in to My Mount Mary to access course materials. The following technology and skill requirements will allow the learner to readily access the learning resources and complete assignments.

- Access to desktop or laptop computer (PC-based system) which is supported by Windows 7 or Windows 8. (If using a Mac, willing to seek additional resources to solve problems related to Mac-specific operating systems and software in consultation with MMU-IT department). Tablets can be used for some class functions.
- Web camera
- Telephone, headset with microphone or microphone built into device
- Programs installed on computer include:
 - Microsoft Office Suite 2010 or more recent (including Word, Excel, and PowerPoint).
 - Adobe Acrobat Reader (<http://get.adobe.com/reader>)
 - Skype (www.skype.com)
- Ability to send and receive emails, upload attachments and download attachments (.pdf and .docx files)
- Ability to independently use a search engine (such as Google or Bing!) to locate information and websites on the internet. Ability to click on links to navigate websites.
- Ability to use a word processing program (Microsoft Word or Mac Pages) to create documents and format documents (e.g. font, margins, spelling, grammar).
- Ability to create slide presentations using Microsoft PowerPoint or Mac Keynote.

Internet courses have definite advantages and disadvantages that impact a student's approach to learning. The biggest advantage is that students may complete most work at any time of day or night. Students may also complete work from any location that has Internet access. From a learning standpoint, a definite advantage is that every student gets an equal opportunity to contribute to discussions.

The biggest disadvantage is that students work independently to complete assignments. Students need to be more self-directed and take initiative to ask questions and collaborate with others. Some students may prefer to enter the program with a learning partner. Students who do not have basic keyboarding skills or ability to access the Internet, will need to plan additional time to acquire these skills.