

## 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 [lttech@lstc.edu](mailto:lttech@lstc.edu) to learn the functionality of our Learning Management System (LMS) called LSTCNet.

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 GoToMeeting and/or Zoom
- Hardware requirements; we recommend a current model computer/tablet less than two years old with at least the following hardware base:
  - 3GHz or faster
  - 4 GB RAM processor
  - Microphone and speakers and/or headset
  - Webcam
  - Have ability to scan pages and send them electronically (jpegs, pdg etc.)

- Software requirements include
  - MS office
  - Web browser (i.e. Safari, Chrome, Firefox, etc.)
  - Video player (Vimeo, YouTube, etc.)
  - Adobe Reader