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**?** JOHN DOE 91000000

### ONLINE CLASSES ORIENTATION AGREEMENT FORM

All students who wish to take an online class are required to read this form and agree to the requirements.

Central Georgia Technical College offers Internet courses that combine synchronous (students & instructor online at the same time) and asynchronous (everyone works when they have time) instructional delivery technologies. Although some courses may require periodic on-campus class attendance, most do not! Internet classes allow you to arrange your class attendance around your own schedule. Except for turning in assignments when they are due, your schedule is totally up to you. You can review lectures, ask questions, and participate in discussion groups at a time and from a place that's convenient to you. Prior to registering for an online course, you should review the following information.

#### Technology/Hardware/Software Requirements:

It is the student's responsibility to ensure that they have access to a computer that meets the minimum hardware and software requirements to participate in an online course. Keep in mind that the minimum system may be slow and cause some frustration.

Note: Some courses may have additional hardware/software requirements. Please email online instructor for special requirements.

#### Minimum Hardware Requirements

- Windows 98, 2000, NT, or XP operating systems
- PC with 300+ Mhz Pentium II or compatible processor
- 96 MB of available RAM (128 MB recommended)
- 275 MB of available disk space
- 4X speed CD-ROM
- SVGA Graphics (800x600/256-color with 16-bit colors or higher)
- Sound card and speakers
- Printer
- Netscape Navigator or Internet Explorer 4.0 or greater
- Internet Access and Email Account
- Other software needed (check with your instructor prior to downloading software)

#### Basic Technology Skills Required

- Familiar with the operating system of the computer being used to access the Internet course
- Understand terms such as mouse, drag, open, select, file, choose, double-click, download, upload, send, etc.
- Save, copy and find files/folders on floppy and hard drives
- Navigate between two or more applications without closing and re-opening (multitasking)
- Minimize/maximize Windows
- Able open, reply to, and/or forward an email message.
- Understand how to attach a file to an email message.
- Familiar with downloading an attached files from emails and saving/opening them on your computer.
- Download and install plug-ins
- Search the Internet
- Type in a URL to a specific web address
- Follow hypertext links and other navigation on the Internet
- Word Processing skills such as open an new file, open an existing file, save a file, rename (Save As) a file, cut, paste, format text.

If you do not possess these skills listed above, check into the computer literacy courses offered at our college.

#### Tips to be Successful in the Online Environment

##### Successful Students ...

- Have the drive and desire to learn independently
- Assume an active role in their learning
- Are self-motivated and self-disciplined
- Should be good readers and writers
- Have sufficient technical skills
- Have necessary computer hardware/software equipment

##### Tips for Success

- Participate in online discussions, chats, via email
- Log into your course several times per week
- Meet deadlines and due dates
- Commit at least 5 hours a week for each course
- Expect technical problems and delays
- Have private space to work uninterrupted
- Purchase all required textbooks and material needed

The biggest myth about online learning is that it is "easier" than the traditional classroom environment. Actually, online courses are more difficult, and sometimes more time consuming than regular traditional courses, because the bulk of learning is put more on the student.

If you have read all the information above and feel you can comply with all of the requirements listed, please check 'I agree' in the box below.

- I agree to the requirements above.
- I do not agree.

Submit