THINGS YOU NEED WHEN TAKING AN ONLINE COURSE AT SAU TECH
(Note: These are things you will need IN ADDITION TO your textbook.)
(rev.: 8/9/2011)

There are computer programs and other things that you will need if you are taking an online course from SAU Tech. To make it easier for you, we have compiled a list of these things for you.

All Courses

- Microsoft Word – used to complete assignments and submit to instructor
  - Cost: $160 (for entire Microsoft Office suite which includes Word, Excel, PowerPoint, and Access)
  - Can be purchased from Wal Mart or other software vendor and will need to be loaded onto your computer
  - There is also a free product that works just as good as the Microsoft Office Suite. You can download it at http://www.openoffice.org.
- Respondus LockDown Browser – used to take exams in Blackboard
  - Cost: Free
  - Can be downloaded to your computer from http://www.sautech.edu/docs/ldb_instructions.pdf
    - *Note: Not compatible with Linux operating system. Must have Windows XP, 2000, ME or 98 operating system for personal computers or OS X 10.3.9 or higher and Safari browser for Macintosh.*
- Adobe Reader 7.0 or higher – used to read files in pdf format
  - Cost: Free
  - Can be downloaded to your computer from http://www.adobe.com/products/acrobat/readstep2.html
- Adobe Flash Player (7 or higher) – used to view study activities and demonstrations in Learning Strategies course
  - Cost: Free
  - Can be downloaded to your computer from http://www.adobe.com/shockwave/download/download.cgi?P1_Prod_Version=ShockwaveFlash
- Macromedia Shockwave Player 8.5.1 – used for interactive quizzes, animations and activities
  - Cost: Free
  - Can be downloaded to your computer from http://www.macromedia.com/shockwave/download/download.cgi?
- Windows Media Player – used to listen play audio files
  - Cost: Free
  - Comes as part of your Windows operating system
- Java – a technology that is required in order for Blackboard to function properly as well as some other programs that SAU Tech uses with its online classes (Note: Only one version of Java can be running on your computer at a time.)
  - Cost: Free
  - Can be downloaded to your computer from http://javashoplm.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre-1.5.0_05-oth-JPR&SiteId=JSC&TransactionId=noreg

Note: Before beginning your online course, you should go ahead and make sure each of these programs listed above are loaded on your computer. In addition to the above programs, the courses listed below will require additional programs as stated.

ACCT2003 – Principles of Accounting I

- Microsoft Excel – used to complete assignments and exams for this course
  - Cost: $160 (for entire Microsoft Office suite which includes Word, Excel, PowerPoint, and Access)
  - Can be purchased from SAU Tech Bookstore, Wal Mart or other software vendor and will need to be loaded onto your computer

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ACCT2103 – Principles of Accounting II

- Microsoft Excel – used to complete assignments and exams for this course
  - Cost: $160 (for entire Microsoft Office suite which includes Word, Excel, PowerPoint, and Access)
  - Can be purchased from SAU Tech Bookstore, Wal Mart or other software vendor and will need to be loaded onto your computer

AT1052 – Public School Art

- Real Player
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/
- QuickTime
  - Cost: Free
  - Can be downloaded to your computer from http://www.apple.com/quicktime/download/

BA2023 – Introduction to Management

- Real One Player – used to view video clips
  - Cost: Free
  - Can be downloaded to your computer from http://forms.real.com/netzip/getrde5_new_look.html?h=207.188.7.150&f=windows/RealOnePlayerGold.exe&p=RealOne+Player&j2re=false&tagtype=ie&type=dl

BA2002 – Leadership and Supervision

- Real One Player – used to view video clips
  - Cost: Free
  - Can be downloaded to your computer from http://forms.real.com/netzip/getrde5_new_look.html?h=207.188.7.150&f=windows/RealOnePlayerGold.exe&p=RealOne+Player&j2re=false&tagtype=ie&type=dl

CHEM1064 – General Chemistry for Nurses

- Scientific calculator is required
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CO0113 – Reading

- A+nyWhere Learning System (ALS) – online learning tool that will be accessed from within this course. You will be prompted to log in. Your username and password for ALS is the same as your Blackboard username and password.
  - Cost: Free
  - Detailed instructions for use are available from within this course.

CO0213 – Writing I

- A+nyWhere Learning System (ALS) – online learning tool that will be accessed from within this course. You will be prompted to log in. Your username and password for ALS is the same as your Blackboard username and password.
  - Cost: Free
  - Detailed instructions for use are available from within this course.

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CO0223 – Writing II

- A+nyWhere Learning System (ALS) – online learning tool that will be accessed from within this course. You will be prompted to log in. Your username and password for ALS is the same as your Blackboard username and password.
    - Cost: Free
    - Detailed instructions for use are available from within this course.

CO2213 – Technical Writing

- Microsoft PowerPoint – used to prepare presentations for class
    - Cost: $160 (for entire Microsoft Office suite which includes Word, Excel, PowerPoint, and Access)
    - Can be purchased from SAU Tech Bookstore, Wal Mart or other software vendor and will need to be loaded onto your computer

CS2223 Database Design and Management

- Microsoft Access 2007 – used to create databases and run queries written in Structured Query Language (SQL)
    - Cost: $160 (for entire Microsoft Office suite which includes Word, Excel, PowerPoint, and Access)
    - Can be purchased from SAU Tech Bookstore, Wal Mart or other software vendor and will need to be loaded onto your computer

ECON1003 – American Enterprise System

- Real One Player – used to view video clips
    - Cost: Free
    - Can be downloaded to your computer from http://forms.real.com/netzip/getrde5_new_look.html?h=207.188.7.150&f=windows/RealOnePlayerGold.exe&p=RealOne+Player&j2re=false&tagtype=ie&type=dl

ED1223 – Paraprofessional ECE

- Video Camera
    - You must have a video camera and an audience of at least eight students to demonstration teach
- Real Player
    - Cost: Free
    - Can be downloaded to your computer from http://www.real.com/
- QuickTime
    - Cost: Free
    - Can be downloaded to your computer from http://www.apple.com/quicktime/download/

ED2103 – Program & Curriculum Design

- Real Player
    - Cost: Free
    - Can be downloaded to your computer from http://www.real.com/
- QuickTime
    - Cost: Free
    - Can be downloaded to your computer from http://www.apple.com/quicktime/download/

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ED2123 – Org & Man for Voc Ed

- Video Camera
  - You must have a video camera and an audience of at least eight students to demonstration teach
- Real Player
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/
- QuickTime
  - Cost: Free
  - Can be downloaded to your computer from http://www.apple.com/quicktime/download/

ED2143 – Dev & Methods of Teaching

- Video Camera
  - You must have a video camera and an audience of at least eight students to demonstration teach
- Real Player
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/
- QuickTime
  - Cost: Free
  - Can be downloaded to your computer from http://www.apple.com/quicktime/download/

ED2343 – Diverse Populations

- Real Player
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/
- QuickTime
  - Cost: Free
  - Can be downloaded to your computer from http://www.apple.com/quicktime/download/

EDUC2001 – Field Experience

- Real Player
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/
- QuickTime
  - Cost: Free
  - Can be downloaded to your computer from http://www.apple.com/quicktime/download/

EDUC2003 – Introduction to Education

- Video Camera
  - You must have a video camera and an audience of at least eight students to demonstration teach
- Real Player
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/
- QuickTime
  - Cost: Free
  - Can be downloaded to your computer from http://www.apple.com/quicktime/download/

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EDUC2023 – K-12 Educ Technology

- Real Player
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/
- QuickTime
  - Cost: Free
  - Can be downloaded to your computer from http://www.apple.com/quicktime/download/

GBUS2003 – Legal Environment of Business

- Real One Player – used to view video clips
  - Cost: Free
  - Can be downloaded to your computer from http://forms.real.com/netzip/getrde5_new_look.html?h=207.188.7.150&f=windows/RealOnePlayerGold.exe&p=RealOne+Player&j2re=false&tagtype=ie&type=dl

GBUS2013 – Quantitative Analysis

- Microsoft Excel (optional)
  - There are many formulas in statistics that can be worked by hand or with the aid of statistical software. Excel (with the Analysis ToolPack Add-In) provides the statistical software sufficient to work problems for this course.
  - Cost: $160 (for entire Microsoft Office suite which includes Word, Excel, PowerPoint, and Access)
  - Can be purchased from SAU Tech Bookstore, Wal Mart or other software vendor and will need to be loaded onto your computer
- Real Player 10.0
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/
- QuickTime 6
  - Cost: Free
  - Can be downloaded to your computer from http://www.apple.com/quicktime/download/win.html

HIST2083 – History of Arkansas

- Real Player
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/
- QuickTime
  - Cost: Free
  - Can be downloaded to your computer from http://www.apple.com/quicktime/download/

HS1403 – Personal & Community Health

- Real Player
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/
- QuickTime
  - Cost: Free
  - Can be downloaded to your computer from http://www.apple.com/quicktime/download/

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IEC2003 – Child Growth & Development

- Video Camera
  - You must have a video camera and an audience of at least eight students to demonstration teach
- Real Player
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/
- QuickTime
  - Cost: Free
  - Can be downloaded to your computer from http://www.apple.com/quicktime/download/

MATH0113 – Basic Math

- Real Player 10.0
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/
- QuickTime 6
  - Cost: Free
  - Can be downloaded to your computer from http://www.apple.com/quicktime/download/win.html

MATH0143 – Elementary Algebra

- Real Player 10.0
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/
- QuickTime 6
  - Cost: Free
  - Can be downloaded to your computer from http://www.apple.com/quicktime/download/win.html
- Java version 1.6 (remove all other versions from your computer)
  - Cost: Free
  - Can be downloaded to your computer from http://javashoplm.sun.com/ECom/docs/Welcome.jsp?StoreId=22&PartDetailId=jre-1.5.0_05-oth-JPR&SiteId=JSC&TransactionId=noreg

MATH1013 – Intermediate Algebra

- Real Player 10.0
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/
- QuickTime 6
  - Cost: Free
  - Can be downloaded to your computer from http://www.apple.com/quicktime/download/win.html

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MATH1023 – College Algebra

- Real Player 10.0
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/
- QuickTime 6
  - Cost: Free
  - Can be downloaded to your computer from http://www.apple.com/quicktime/download/win.html

MIS2053 – Business Information Systems

- Microsoft Office Suite 2003 – used to complete assignments for this course
  - Cost: $160
  - Can be purchased from SAU Tech Bookstore, Wal Mart or other software vendor and will need to be loaded onto your computer

MIS2073 – Desktop Pubilshing

- Adobe PageMaker 7 – used to complete assignments for this course
  - Cost: $289
  - Purchase from http://www.adobe.com or other software vendor and will need to be loaded onto your computer

MM1153 – Web Design & Development

- Adobe Dreamweaver CS4 (optional) – used to complete coding assignments for this course
  - Cost: $199 for full version, upgrade version for $99 (student single license pricing as of the date of this document)
  - Purchase from Adobe Education Store at http://www.adobe.com/education/purchasing/education_pricing.html.
  - If not purchased, student must have a pure ASCII text editor such as Notepad (PC) or TextEdit (Mac).
- Picasa (graphics editing software) – used to manipulate images for course website.
  - Cost: $0
  - Download from http://picasa.google.com/
- FileZilla, File Transfer Protocol (FTP) client software – used for file transfer to and from website hosting server.
  - Cost: $0
  - Download from http://filezilla-project.org/
- Web Browser – used to view website created in course
  - Cost: $0
  - These are needed to ensure cross-browser compatibility testing. Download from:
    - Internet Explorer (PC users only): http://www.microsoft.com/windows/internet-explorer/default.aspx (Note: if you have Internet Explorer version 7, DO NOT upgrade to IE8 as this could cause compatibility issues with Blackboard. If student already has IE8, Web-Based Learning and Instructor will assist where possible with compatibility work-arounds).
    - Mozilla Firefox (PC and Mac users, current version): http://www.mozilla.com/en-US/firefox/
    - Apple Safari (PC and Mac users, current version): http://www.apple.com/safari/

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MU1202 – Fundamentals of Public School Music

- Real Player
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/
- QuickTime
  - Cost: Free
  - Can be downloaded to your computer from http://www.apple.com/quicktime/download/

MUS2013 – Art Appreciation

- Windows Media Player 9 Series or Player 10
  - Cost: Free
  - Can be downloaded to your computer from http://www.microsoft.com/windows/windowsmedia/download/default.asp

OS1113 – Records & Database Management

- Microsoft Access 2007 – used to complete assignments for this course
  - Cost: $160 (for entire Microsoft Office Suite which includes Word, Excel, PowerPoint, and Access)
  - Can be purchased from SAU Tech Bookstore, Wal Mart or other software vendor and will need to be loaded onto your computer

OS1123 – Keyboarding

- Gregg College Keyboarding and Document Processing Software 10th edition – used to complete assignments
  - Cost: Free with purchase of textbook
  - Software must be loaded on computer

OS1133 – Skill Building

- Gregg College Keyboarding and Document Processing Software 10th edition – used to complete assignments
  - Cost: Free with purchase of textbook
  - Software must be loaded on computer

OS1143-Speedbuilding

- Skillbuilding Processing Software, 3rd Edition – used to complete assignments
  - Cost: Free with purchase of textbook
  - Software must be loaded on computer

OS2003 – Medical Transcription I

- Real Player 10.0
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/

OR

- Windows Media Player 9 Series or Player 10
  - Cost: Free
  - Can be downloaded to your computer from http://www.microsoft.com/windows/windowsmedia/download/default.asp

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OS2013 – Medical Transcription II

- Real Player 10.0
  - Cost: Free
  - Can be downloaded to your computer from http://www.real.com/

OR

- Windows Media Player 9 Series or Player 10
  - Cost: Free
  - Can be downloaded to your computer from http://www.microsoft.com/windows/windowsmedia/download/default.asp

OS2233 – Office Procedures

- Microsoft Office 2007 – used to complete assignments for this course
  - Cost: $160
  - Can be purchased from SAU Tech Bookstore, Wal Mart or other software vendor and will need to be loaded onto your computer

OS2283 – Microsoft Word

- Microsoft Word 2007 – used to complete assignments for this course
  - Cost: $160 (for entire Microsoft Office suite which includes Word, Excel, PowerPoint, and Access)
  - Can be purchased from SAU Tech Bookstore, Wal Mart or other software vendor and will need to be loaded onto your computer

SPCH1113 – Principles of Speech

- Video Camera and a audience of at least people
  - You must recruit an audience of at least eight people, videotape yourself giving your speeches in front of that audience, and mail the video tape to the instructor

OR

- Meet at prearranged times on the main campus with at least eight of your online classmates to give your speeches in front of each other. One of the students or the instructor will videotape your speeches.
- Microsoft PowerPoint – used to prepare presentations for class
  - Cost: $160 (for entire Microsoft Office suite which includes Word, Excel, PowerPoint, and Access)
  - Can be purchased from SAU Tech Bookstore, Wal Mart or other software vendor and will need to be loaded onto your computer.
  - There is also a free product that works just as good as the Microsoft Office Suite. You can download it at http://www.openoffice.org.