



## Suggestions for the *Course Materials* Syllabus Section

### MCCCD Requirements

- List of required and recommended texts and materials

### Suggested Categories

- Required
- Optional/Suggested
- Textbooks
- Other Materials
- Technology

### Online/Hybrid Learning Suggestions

- Instructions on how to access materials

### Other Resources to Consider

- [MCC Student Handbook](#) 4.4 “Technology Resource Standards”
- [Blue Book](#) AR 4.5 “Computer Software”
- [Blue Book](#) AR 4.3 “Electronic Communications”
- [Blue Book](#) AR. 4.15 “Electronic Communication Retention and Records Request”
- [Blue Book](#) AR 4.4 “Technology Resource Standards”
- [MCC College Catalog](#) “Technology Resource Standards”

### Examples

*Required Technologies* (example developed by Shelley Rodrigo)

If you require students to access a learning management system or publisher’s website, you need to warn them they need “access” to the internet. Do you require typed papers? They’ll need access to a word processor (and a printer?). If you are requiring that they watch videos over the internet, they’ll need access to high-speed internet. Be ethical, warn your students in advance! Will they need to look at PowerPoint presentations? Don’t expect them to own MS Office; they’ll need a PP reader.

- Access to a computer with an internet connection (preferably high-speed)
- MS Word or other word processor that can export to RTF (rich text file):
  - Google Docs: <http://docs.google.com/>
  - Open Office: [http://www.filehippo.com/download\\_openoffice/](http://www.filehippo.com/download_openoffice/)
  - Zoho Writer: <http://www.zohowriter.com/jsp/home.jsp>
  - Think Free: <http://www.thinkfree.com/>
- Browser Readers/Players/Plug-Ins, etc.:
  - Adobe Acrobat Reader: <http://www.adobe.com/products/acrobat/readstep2.html>
  - Flash: <http://www.adobe.com/shockwave/download/alternates/#fp>
  - Shockwave: <http://www.adobe.com/shockwave/download/alternates/#sp>
  - Java: <http://www.java.com/en/download/manual.jsp>
  - MS PowerPoint Viewer:  
<http://www.microsoft.com/downloads/details.aspx?FamilyId=428D5727-43AB-4F24-90B7-A94784AF71A4&displaylang=en>



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*Suggested Technologies* (example developed by Shelley Rodrigo)

Other tools that might help them, especially if it is an online course or they don't own their own computer.

- Online Storage account: <http://box.net/>
- Social Bookmarking Account: <http://delicious.com/>
- Personal Portal: <http://www.google.com/ig> or <http://www.pageflakes.com/>
- Online diagramming service: <http://www.gliffy.com/>
- Cute PDF: <http://www.cutepdf.com/Products/CutePDF/writer.asp>
- Browser Readers/Players/Plug-Ins, etc.
  - Quicktime: <http://www.apple.com/quicktime/download/win.html>
  - RealPlayer: <http://www.real.com/freeplayer/?rppr=rnwk>
  - MSWord Viewer:  
<http://www.microsoft.com/downloads/details.aspx?FamilyId=95E24C87-8732-48D5-8689-AB826E7B8FDF&displaylang=en>