



Technology Skills and Knowledge Requirements for Participating in Lancaster Seminary's 21st Century Learning Environments

Requirements for all students (Basic Writing and Computer Literacy)

Students taking courses at Lancaster Seminary are expected to have reliable access to a computer with internet access, and a basic knowledge of computers and Internet skills in order to meet the requirements of their courses and other guidelines noted in the *Student Handbook*.

- Knowledge of terminology, such as browser, etc.
- Ability to perform basic computer hardware and software activities such as:
 - Using keyboard and mouse
 - Managing files and folders: save, name, copy, move, backup, rename, delete, check properties
 - Software installation, security and virus protection
 - Using software applications, such as Word, PowerPoint, Excel, email professor/colleagues in different formats
 - Sending and downloading attachments
- Internet skills (connecting, accessing, using browsers) and ability to perform on-line research using various search engines and library databases.
- Ability to use on-line communication tools, such as email (create, send, receive, reply, print, send/receive attachments)
- Knowledge and ability to cite resources, including on-line resources, in MLA format (see Style Guide for Writing Papers below).

Hardware (*required for hybrid and on-line learning)

- Laptop or Desktop Computer
- Windows PC Computer - Microsoft Windows Operating System (Vista, Windows 7, or Windows 8; OR
- Apple/Mac Computer - Mac OS X (version 10.8 or higher)
- 10 GB of free hard-drive space (minimum required space)
- DVD-ROM drive or CD-ROM drive (recommended)
- Functioning computer speakers or headphones* (preferred: headset with microphone)
- Webcam*

Software

- A Microsoft Windows Operating System (XP, Vista, Windows 7, or Windows 8) or Mac OS X version 10.8 or higher
- Microsoft Office 2007 (or newer)
- Browser requirements: (all students should have a minimum of three browsers on their computer)
 - Default browser that was included with computer
 - Windows computer users: Internet Explorer version 8 or higher
 - Apple/Mac computer users: Safari version 6.1 or higher
 - Additional required browsers:
 - Google Chrome 10.0 or higher
 - Firefox 5.0 or higher
- Adobe Reader (most recent version) (Download free at www.adobe.com)
- Adobe Flash Player (most recent version) (Download free at www.adobe.com)

Strong reading and writing skills: All students attending Lancaster Seminary are expected to be proficient in writing. Written work must display critical thinking skills as well as appropriate grammar, usage and mechanics.



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Students who experience difficulties with the basic elements of writing, i.e., parts of speech and grammar, are referred to the following book: Furnish, Bob. *Write Right: An English Handbook*. Bloomington, Ind., Phi Delta Kappa, Box 789, n.d., Revised and expanded edition, 1996. On-line students communicate through such text-based tools as emails, discussion forums, chats and instant messaging and need to feel comfortable expressing themselves in writing. (Section 4, Lancaster Theological Seminary Student Handbook)

Style Guide for Writing Papers: The faculty has adopted as the standard guide to writing papers for all programs the following handbook: *MLA Handbook for Writers of Research Papers*. New York: Modern Language Association, 1999. All students are urged to purchase the most current edition of this handbook. Professors may return papers that do not conform to this standard for rewriting. (Section 4, Lancaster Theological Seminary Student Handbook)

Lancaster Seminary Electronic Communications Policy: Everyone who uses computer resources at Lancaster Theological Seminary is expected to abide by the Seminary's Electronic Communications Policy described in Appendix I of the Student Handbook.

Requirements for students taking On-Line and Hybrid Classes at Lancaster Seminary

Students taking on-line courses at Lancaster Seminary are expected to have experience beyond basic literacy with computers as well as good learning practices. Students taking hybrid and/or on-line courses can receive on-line training and support to aide them in meeting the needed technology and pedagogy requirements.

Self-motivated and independent learner: While on-line courses may offer more flexibility, students taking online courses are expected

- to initiate projects without prompting;
- to work on tasks on their own;
- to remain focused on work when other priorities arise;
- to be self-disciplined to follow class schedules and to meet deadlines without prompting from the professor.

Technology and Pedagogy Requirements

- Ability to navigate through the Learning Management System (Moodle)
- Internet skills (connecting, accessing, using browsers) and ability to perform on-line research using various search engines and library databases.
- Ability to use on-line communication tools, such as: email, asynchronous discussion, and synchronous on-line discussion/chat

Internet connection

- Cable / DSL connection

For Assistance:

- Moodle: email MoodleHelp@lancasterseminary.edu
- Internet & All Google Applications: email aapprey@lancasterseminary.edu (during regular Business hours phone 717-290-8747)
(No endorsements implied)
- [Area Computer Repair/Support](#) (No endorsements implied)
- [Area Computer Classes](#) (No endorsements implied)