

## **Computer Requirements for CCS Program**

Admission to the **CCS Diploma, Reflection and Year Long Certificate Programs** requires access to a computer and on line services.

Skills in the areas of word processing, electronic presentations, email and internet research are becoming increasingly important in both the preparation for and the practice of ministry. Students are expected to obtain confidence with using email, including downloading attachments and to gain familiarity with the internet prior to beginning in the program. Depending on existing skill level in these areas inquirers/ students should seek out local courses on email use and internet research and acquire a reliable source of computer assistance.

### Computer requirements for CCS Students

- frequent (3-4 times weekly minimally) email and internet access with browser capability to access Yahoo Groups (see Yahoo Groups site for current specifications)
  - anti-virus software (recommend Avast or a similar software that has automatic updates, Avast is free)
  - capacity to open pdf documents (requires Adobe Reader software which can be downloaded through the internet free)
  - ability to print documents sent electronically
  - must be able to submit assignments electronically (in WordPerfect, Word or Rich Text Format (rtf) )
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### For students taking the **Leadership Development Certificate**

It is recommended that students in the LDM Certificate program meet the above stated computer standards but it is not required.