School of Business Student Checklist – Fall 2023
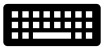## Computer Hardware and Software Recommendations

This computer hardware and software technology and Internet connectivity checklist is a customized version for School of Business students. It is to help you get ready for digital learning. This checklist focuses on hardware and software that can manage the demands and expectations of learning with multiple digital technologies and diverse learning platforms as you will experience taking courses in NIC's School of Business.

Mobile devices such as smartphones and tablets are **not** recommended for digital or online learning! They limit access, engagement, and full participation in many learning experiences. Smartphones and tablets are best used as a secondary device for communication and notifications when away from your computer. NIC highly recommends you have access to a laptop or a desktop computer for your learning.

#	Description	✔
1	**Desktop Computer or Laptop** **PC:** Recent versions of Windows 10 Operating System (64-bit) **Note:** Mac-based operating systems are not recommended ▪ 12 - 16GB RAM or higher to enable high-speed multi-tasking ▪ 250 GB HD (so you have approx. 200 GB of free space left after installation of software and operating system) to store documents, videos, pictures etc. ▪ A separate/external hard drive or cloud storage for back up ▪ **PC:** Intel i5 processor or higher (e.g., i7) to allow programs functionality and features - quad core or greater is preferred ▪ network cable connection (directly or via an adapter) OR wi-fi adapter (built in laptops or external on desktops) with proximity to a wi-fi modem **Note:** *Mobile and/or tablet devices are not adequate for NIC online business courses*	☐ ☐ ☐ ☐ ☐ ☐
2	**Bandwidth Requirements** You will need **at least 5 Mbps** of bandwidth speed – but often you will need **far more** bandwidth depending on what your digital class activities may require! Recommend: **wired connection** or a **strong wireless** (Wi-Fi) Internet connection. Your Wi-Fi connection should be using home access points or free Wi-Fi connection points to not incur any data plan charges. Your Internet Service Provider (ISP) or companies with managed firewalls need to have these ports open to allow access to the BlueJeans cloud server. **TO DO:** Check your connectivity strength by performing a speed test at: https://www.speedtest.net/ with a ping under 40 ms and a download speed of at least 5 Mbps or significantly better (e.g., 100 + Mbps). (BlueJeans Reference) *Tip: Limit household bandwidth use by turning off other activities competing for Internet use at the same times as video conferencing calls such as: streaming videos, downloading of files, online gaming, and other video conferencing calls.*	☐

3	**USB Keyboard** *Note: if not part of laptop – a separate keyboard provides greater ease for typing, navigating programs etc.*	☐
4	**USB Mouse** *Note: if not already part of a laptop – a separate USB mouse provides greater ease in navigation, moving around the page faster etc.*	☐
5	**USB Speakers** *Note: if not already part of a laptop – a set of USB speakers allow for audio and video from videos, websites, learning resources etc.* *However, we strongly recommend a USB headset with integrated microphone for any BlueJeans courses and classes – for significantly improved audio quality over separate speakers and a microphone.*	☐
6	**USB Microphone** *Note: if not already part of laptop or web cam, a separate USB microphone allows for creation of videos, audio clips and successful participate in BlueJeans classes and meetings* OR **USB Headset with Integrated Microphone** This combination is recommended for all digital courses making use of the BlueJeans web conferencing platform, regardless of using a laptop or desktop computer. A USB headset with microphone will provide the best sound quality. See <u>website</u> with recommendations from BlueJeans. *Note: The mics used with ear buds often do not work well as you can hear 'scraping' notices when the mic rubs on clothing. This results in distracting noises for others on the video conferencing call.*	☐
7	**USB Web Camera** ***Note:*** *if not already part of laptop – to allow for creation of videos, been seen on BlueJeans calls and other group and class learning experiences along with more flexibility in placing camera in another location for optimal video.* ▪ Almost all negative (integrated) webcams are compatible with BlueJeans platform. ▪ External cameras that have been tested with BlueJeans are as follows: Logitech C920, C930e etc. and Microsoft LifeCam series (<u>Reference</u>)	☐
8	**Optional: Printer** For printing documents, tests, and handouts etc.	☐
9	**Optional: Second Monitor** For ease in working on documents when on video conference calls, working on multiple projects and activities etc.	☐

Software and Apps

We recommend the following applications for learning success at North Island College in the School of Business. It is advised you download and install the following software and apps before you begin your studies.

	Description	✔
1	**Web Browsers** ▪ Recommend for **PC**: Chrome or Firefox	☐
2	**Microsoft Office 365 Software Suite** ▪ Microsoft Word, Excel, PowerPoint, Access etc. (for assignments, homework) ▪ Free download and use for NIC students: https://library.nic.bc.ca/studenttech/office	☐
3	**Scanning Documents App** ▪ **Microsoft Lens** – Free PDF Scanner App (Android | iOS Apple) ▪ Other Options: **Adobe Scan** – PDF and JPG (Android |iOS Apple), **CamScanner** – PDF (iOS Apple, Android), **Scanner Pro** – PDF (iOS Apple), **Genius Scan** – JPG and PDF (Android)	☐
4	**Adobe Acrobat Reader Software** ▪ NIC's licensing agreement with Adobe no longer includes the "Acrobat Pro DC" entitlement for students. PDF files can be opened using the free Adobe Acrobat Reader application which can be found here: https://get.adobe.com/reader/ ▪ If you require "Adobe Acrobat Pro", Adobe offers a discounted version for students.	☐
5	**BlueJeans App** ▪ For optimal engagement experiences on BlueJeans video conferencing software ▪ Free download and use: https://www.bluejeans.com/downloads	☐
6	**Brightspace Pulse App** ▪ For mobile devices (for checking due dates, viewing content etc.) ▪ Download: iOS Apple	Android	☐
7	**NIC App** ▪ For mobile devices (for staying connect with course schedules, pay tuition, course grades, registration etc.) ▪ Free download from: https://library.nic.bc.ca/studenttech/Apps (see tab at top of page)	☐
8	**Other Software** Other School of Business software will be shared with you in your first class	☐

Student Technical Services: Access Testing

We recommend you can access and view these pages related to NIC's Student Technical Services team. These are the key support pages and resources will want to have ready when you have a technology question!

Component	Description	✔
Locate Home Page	▪ https://library.nic.bc.ca/studenttech/home ▪ This is the home page that includes a calendar of Blackboard Drop-In Sessions for asking questions, learning new features and functions, and gaining more comfort with the learning platform!	☐
Locate Ask a Question Page	▪ https://library.nic.bc.ca/studenttech/question ▪ This is the page where you can ask questions!	☐
Locate Microsoft Office 365 Download Page	▪ https://library.nic.bc.ca/studenttech/office ▪ This is the page you can download free Office 365 software!	☐

MyNIC: Student Portal Testing

We recommend you test that you can log in, navigate, and undertake key activities in MyNIC student portal.

Component	Description	✔
Locate link	▪ https://www.nic.bc.ca/life-at-nic/mynic/ Direct Login OR ▪ NIC Home Page- Top Right Corner	☐
Successfully log in	Can successfully log in with your NIC credentials ▪ https://library.nic.bc.ca/studenttech/myNIC - See Login Info	☐
Find Link to Locate Brightspace Courses	Can successfully see your Blackboard Learn courses and can click on links to directly access	☐
Access webmail	Can successfully find and access your email within MyNIC	☐
Use MyNIC to see my financial information	Can find your financial information including receipts, charges on account and tax information	☐
Find key dates	Can find key dates and important details about deadlines and due dates for being a student at NIC	☐
Change mailing address	Can locate the area in MyNIC where you can change your mailing address	☐

Important NIC Bookmarks

We recommend the following bookmarks for easy access to North Island College Learning tools and sites.

	Description	✔
1	**North Island College Website** ▪ https://www.nic.bc.ca/	☐
2	**Key Dates** https://www.nic.bc.ca/admissions/key-dates/academic-schedules-deadlines/	☐
3	**Life at NIC** ▪ https://www.nic.bc.ca/life-at-nic/ - Home Page ▪ https://www.nic.bc.ca/life-at-nic/nic-news/news/ - News	☐
4	**NIC Student Technical Services Website** – supporting students with technology questions ▪ https://library.nic.bc.ca/studenttech/home - Home Page ▪ https://library.nic.bc.ca/studenttech/question - Ask a Question	☐
5	**NIC Library and Learning Commons** ▪ https://www.nic.bc.ca/life-at-nic/library-learning-commons/ - Home Page ▪ https://library.nic.bc.ca/home - Library Home	☐
6	**NIC Student Services** ▪ https://www.nic.bc.ca/student-services/ - Home Page ▪ https://www.nic.bc.ca/student-services/key-dates/ - Key Dates ▪ https://www.nic.bc.ca/student-services/registration/ - Registration	☐
7	**MyNIC** – self-service student portal to all NIC services ▪ Direct Login https://www.nic.bc.ca/life-at-nic/mynic/ ▪ NIC Website Home Page- Top Right Corner https://www.nic.bc.ca/	☐
8	**NIC Brightspace** – course learning management system ▪ Within MyNIC student portal ▪ Direct Login Page: https://mycourses.nic.bc.ca ▪ NIC Home Page (under Quick Links in top right corner) – https://www.nic.bc.ca/	☐
9	**NIC Kaltura (MediaSpace Public Portal)** – video creation, storage, and streaming platform ▪ https://video.nic.bc.ca/	☐
10	**Career Central – NIC Employment Services** ▪ https://careercentral.nic.bc.ca/home.htm	☐