

Introduction to Computers [1 credit hour]

This module will facilitate fundamental computing skills for those students who need to begin at the beginning. Skills such as installing and configuring Internet software, copying files from one location to another, and using basic computer productivity applications will be addressed. Students will also learn how to use an Internet browser to retrieve and save different types of files to local as well as remote disk locations. In addition, this module will facilitate the skills needed to create basic web sites that look good and "work". Product: Students will create their own well-designed web-based portfolio shell consisting of a homepage and pages for each of their portfolio components. Incorporated within these pages will be links, graphics, and tables. Students will place their previously-developed resumes within their portfolio as well as organize and display a number of their previously-identified web resource links.

Course Objectives:

- Determine whether your computer has certain plug-ins installed on it.
- Download, install, and update a variety of programs including your web browser, a screen capture program, and an ftp program.
- Install plug-ins, such as Quicktime, Shockwave/Flash, Real Player, and Acrobat Reader.
- Use a screen capture program to capture the entire screen and capture a selected portion on your screen.
- Use Windows Explorer (if on a PC) to navigate through file hierarchies and change the view of the hierarchy.
- Set up a file hierarchy with files and folders on your personal computer.
- Use a file transfer program to move files on and off a remote server.
- Name files according to web server conventions.
- Use word processing, spreadsheet, and presentation programs to produce materials that show many basic features of these programs.
- Create a framework for your web-based professional development portfolio.