

POWERPOINT

Attendees will advance their skills in multimedia presentation from the level of beginner to advanced user. Using the software MS PowerPoint 2003, students will create a presentation specific for their office with the intent to deliver the training at an Auxiliary Unit level following completion of the course. Students will learn how to organize a presentation, connect relevant hardware, incorporate graphics, link to relevant online resources, and save the presentation for transportation between computers and delivery to the end user.

UNIT WEB SITE

The course will also provide beginner and intermediate level training in Internet Technologies specifically World Wide Web Publishing. Attendees will develop Auxiliary Unit level web pages into a web site architecture developed from a purpose statement and content plan. Intended as a new web site or a re-development of an existing Unit web site, the course will provide the foundation for further development following the course. Instruction will also be provided on Internet security, local computer upgrades, and involvement of other staff officers in the development of content for the Unit web site.

GENERAL OUTCOMES

- Construct and present media rich presentations
- Design and create a unit or informational web site
- Identify essential computer security steps



- Locate and describe online, Auxiliary resources
- Learn and utilize advanced keyboard skills
- Explain web page limitations and best practices for construction
- Provide I-Department update on projects and direction
- Describe hardware and software specifics and updating

BASIC COMPUTER INFO

Students learn how to apply appropriate media/tools/applications for Coast Guard and USCG Auxiliary training/education/maritime domain awareness and how to support the Coast Guard's role in homeland security. Attendees learn to how to effectively lead discussion groups over the Internet.

Graduates of this course will be able to create powerful interactive courseware, design websites, regularly update computer security features, and conduct PC-based audio and video teleconferences. Attendees will be expected to deliver this training at a local unit level following completion of the course.



Homeland
Security

U.S. COAST GUARD AUXILIARY
Department of Information
Technology



VALUE TO AUX

Designed for the novice to intermediate computer user, the AUX-04 course is intended to improve the computer skills of staff officers in Communication Services, Member Training, Public Education, and Public Affairs. Advanced or well experienced computer users are advised to forego AUX-04 for the AUX-08 course currently being developed and planned for online presentation in 2007.



The course requires pre- and post-class assignments in addition to the work completed during the 4 days of face-to-face, instructor-lead instruction. This ensures that the training provided is used following the course and demonstrates each individual's capabilities within the skills developed.

To date over 140 students have attended the AUX-04 training, and many have continued their work in developing and giving presentations and working on unit web sites or web based information presentation. Improving communication and dissemination of information and improving reliance on national Coast Guard and Auxiliary web sites is an important goal of AUX-04 course. Speak to former graduate to learn how successful that has been.

HOW TO ENROLL

1. Determine your computer skill level
 - You should be beginner to intermediate
2. Speak with other auxiliary members
 - If you're not a staff officer, offer assistance to a staff officer in presentation development, web site support, or both
3. Complete Auxiliary Short Term Training Request (STTR) ANSC-7059
 - Find the form on the National Web Site
4. Hand completed form to your Flotilla Commander
 - FC signs it and sends it to DIRAUX
5. Visit the AUX-04 Student Support Web Site for additional instructions
 - Complete the Student Questionnaire
 - Wait for Travel Orders
 - Complete the Pre-Class Assignments

Students selected for the course will be contacted by the AUX-04 Instructor.

[HTTP://AUX04.AUXSERVICES.ORG](http://AUX04.AUXSERVICES.ORG)



ACADEMY CLASS 2006



UNITED STATES COAST GUARD AUXILIARY DISTANCE EDUCATION TECHNOLOGY TRAINING (BASIC)

Learn How to:

- Build or Modify a PowerPoint Presentation for Member Training and Public Education
- Build an Auxiliary Unit Web Site
- Secure Your Computer in both Hardware and Software
- Find and Use Essential Auxiliary and USCG Web Sites

