

## AUX-04 CURRICULUM

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### Basic Computer Skills

- The “Right-Click” World
- Keyboard Shortcuts
- Copy, Cut, Paste
- File Extensions – a clue to their past
- File Management
- No\_File\_Name\_Spaces
- The Art of File Searching and Finding

### Basic Internet Understanding

- What is the Internet?
  - Domain Name Addresses
  - The future of the Internet
- The Client/Server Relationship
- What is the World Wide Web?
  - What is a Web Page?
  - What is a Web Site?
  - How do browsers see the web?
    - Including Files with Plug-ins
- FTP? – Watch your language!
- Searching the Internet

### Basic Web Site Development

- It’s all in the code
- As easy as word processing
- Online Services

- The all important home page
- Basic web page design
- When good colors clash – the importance of color
- Web Pages that Suck.com

### Specific Software Skills

- Adobe Acrobat
- Web Page Editors
  - Front Page
  - DreamWeaver
  - Netscape Composer
- Word Processing
- Spreadsheets
- Databases

### Online Learning

- How it differs from the face-to-face.
- The How, What, Why, Where, and When of Online Learning.
- Examples
  - [www.smartforce.com](http://www.smartforce.com)

### Online Resources

- Auxiliary Resources
  - [www.cgaux.org](http://www.cgaux.org)
  - [www.uscg.mil/USCG.shtm](http://www.uscg.mil/USCG.shtm)
- U.S. Coast Guard Resources
- Online Software Resources