



AUX-04 CURRICULUM 2010

Basic Computer Skills

- The “Right-Click” World
- Keyboard Shortcuts
- Copy, Cut, Paste
- File Extensions – a clue to their past
- File Management
- The Art of File Searching and Finding

Basic Computer Security

- Protect yourself and those around you
- Shortcuts to Safe Backups
- Email, Virus Protection
- Internet Security

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
- The all important home page
- Basic web page design with the Auxiliary Web Template
- cPanel
- Publish, Publish, Publish
- What is CSS
- Validate with W3C
- What is Section 508 - Accessibility
- When good colors clash – the importance of color or not
- Web Pages that Suck.com



AUX-04 CURRICULUM 2010

PowerPoint Presentations

- Creating Dynamic, appealing presentations
- Timing is everything
- Don't forget your audience
- Appearance, Layout and Backgrounds
- Research and Notes

Overview of Specific Software Skills

- Adobe Acrobat
- Web Page Editors
 - Front Page
 - Expressions Web
 - Adobe DreamWeaver
 - Kompozer
 - Free Stuff
- 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.skillsoft.com
 - CG Institute

Online Resources

- Auxiliary Resources
 - www.cgaux.org
 - US Coast Guard
- U.S. Coast Guard Resources
- Online Software Resources
- Online Services