

CAREER AND TECHNICAL EDUCATION

080303

Computer Tools and Skills

8–12

Interactive

Computer Skills & Tools is designed to make your online learning experiences easier and more enjoyable. The course will help you get better acquainted with online learning in general, practice online communication skills, and learn to use some online tools which will help you to become more successful in your other online courses. The course covers:

- * Using e-mail for learning purposes, and how to correctly format and use attachments.
- * Tips and tricks for using word-processing software when communicating online, including attachments and special formats.
- * Using threaded discussion and chat for communication and collaboration.
- * Learning the basic rules of behavior on the Internet, and discussing the issue of communicating safely.
- * Utilizing a number of cool online reference tools. Students will complete a project which collects and displays what they have found.
- * Learning and practicing various strategies for locating information on the Web
- * Learning to evaluate the information you find on the Web for accuracy and authenticity.
- * Learning how copyright affects education, and using online tools for citing your information sources.

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