BASIC INTERNET SKILLS, CERTIFICATE OF COMPLETION

Requirements

This workplace preparation certificate addresses the need to prepare adult learners in today's computerized environment to conduct basic academic as well as professional research, submit applications and tests online, communicates with instructors, registrars and potential employers via email, and develop basic online research presentations. It will also enable students to participate in job-specific training that is increasingly delivered in online formats. The program comprises of two required courses: Searching the Web and Email for Beginners: in addition, students must select on of two elective courses: Optimizing Photos for the Internet and Email or Photoshop Overview.

Code	Title	Units
Required Courses		
CMPW NC040	Searching the Web	0
CMPW NC041	Email for Beginners	0
Chose one of the following Electives		
CMPW NC042	Optimizing Photos for the Internet and Email	0
GDPW NC005	Photoshop Overview	0

Learning Outcomes

1. Given an assigned search, students will identify the correct search tool and refine their search results.
2. Demonstrate the ability crop an image.
3. Apply image manipulation techniques to enhance image for either Internet or email
4. Send, receive, forward, and reply to emails.
5. Evaluate image appropriateness, quality and size needed for either Internet or email
6. Demonstrate the ability to save work in appropriate file formats
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