Technology Proficiency Required to Begin Classes

Students are expected to have basic knowledge and/or familiarity with:

- **Text editing software** (such as Microsoft Word)
  - Create documents with Microsoft Word displaying formatted text formatting, lists, alignment, and headers and footer

- **Spreadsheet software** (such as Microsoft Excel)
  - Create a spreadsheet with Microsoft Excel displaying the use of formatting (for labels and values), formulae, functions, and basic charting

- **Presentation software** (such as Microsoft Powerpoint or Apple Keynote)
  - Create a presentation using PowerPoint that incorporates appropriate use of text and images, textual and basic graphic formatting, and slide transitions and/or custom animations.

- **Web browsing and navigation**
  - Use a program such as Internet Explorer or Firefox to browse the web and bookmark sites
  - Use basic and advanced features of a search engine such as Google or Yahoo.

- **Basic computing concepts**: have an introductory level understanding of terms such as processors, RAM, and storage media (hard drive, CD) and peripherals (monitors, printers, etc.).

- **Basic networking concepts**: have an introductory level understanding of terms such as Ethernet, WiFi, broadband, narrowband, hub/router/switch, protocols, IP and DNS.

- **Basic computer & network security concepts**: have an introductory level understanding of data backups, malware and malware prevention, and safe computing practices.