

ARE YOU READY FOR AN ONLINE COURSE?

*These are the things that you should do and the skills you should have **before** enrolling in an online class. Use this checklist to help you prepare. Begin **now** to develop the skills that you are lacking. Don't wait until the class begins. You will have too many other things to learn then!*

DO THIS:	
	Go to http://www.spcollege.edu/ecampus/help/technical/index.htm and make sure you have the technical requirements. Microsoft Word is the required word processor. You will also need Adobe Reader and Windows Media Player.
	Take Online Student Readiness Quiz at http://www.spcollege.edu/ecampus/ecourse/explore.htm
	Complete the ANGEL tutorials at http://www.spcollege.edu/ecampus/help/angel/index.htm
KNOW HOW TO:	
	Turn on a computer and properly shut it down
	Open and close windows
	Maximize and minimize windows
	Change windows
	Use a word processor (Assignments must be submitted in Microsoft Word.)
	Drag and drop
	Cut and paste
	Copy and paste
	Print documents
	Create folders
	Name files and folders
	Set up a filing system
	Create backup files
	Use Windows Explorer
	Zip and unzip files
	Upload and download files
	Download plug-ins from the internet
	Install software from a CD
	Do an internet search
	Bookmark a site
	Send email
	Send email with an attachment
	Make a hyperlink
	Use Adobe Reader
	Use Windows Media Player
	Contact the SPC Help Desk
	Contact your instructor

