



## Student Pre-Req/Technology Requirements for Technical Writing Program (spring semester).

Students should have proficient MS Windows computer skills. Students should be able to do the following with no assistance:

- Manage files and folders, including:
  - o creating files and folders
  - o naming files and folders consistently and appropriately
  - o copying, pasting, and duplicating files and folders
  - o understanding Windows file name extensions and knowing how to change them
  - o understanding how to compress (zip) and uncompress (extract) files and folders
  - o creating structures of folders and subfolders as needed to organize your files as you work
  - o saving different versions of files so that you can easily return to an earlier version of your work if you make a serious mistake
  - o knowing how to attach files to email and how, if necessary, to make files available on cloud storage such as Google Drive or Dropbox
- Use the documentation provided with software, and the Internet, to find answers to problems that you encounter as you work in the course
- Download and install software (including verifying that your computer meets the requirements of the software, for example, in terms of the amount of free disk space you need)
  
- Students should probably have experience using at least one relatively complex MS Windows program in more than just a casual way. For example, students might have used MS Word to write a long paper complete with illustrations, tables, and other formatting. Or used Adobe Photoshop to edit photographs.

RE: HTML. It is helpful if students have prior HTML or XML or CSS experience. As a resource, this link will provide a good sense of what we begin with:  
<http://htmldog.com/guides/html/beginner/> . Some info is outdated but this link provides good detail of what may be learned in-class.

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