| **Tool** | **Definition** | **Basic Student Setup** | **Tips** |
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| Computer Hardware | Computer hardware is the collection of physical parts of a computer system. This includes the computer case, monitor, keyboard, and mouse. It also includes all the parts inside the computer case, such as the hard disk drive, motherboard, video card, and many others.These are the physical components that make a computer go. | * 80 GB hard drive or higher
* 2 GB RAM or higher
* 2.0 GHz Intel or AMD processor
* Soundcard
* Computer microphone and speakers
* Web Camera
* Mouse & keyboard
* Printer
 | You must have access to a computer and a “Plan B” if your primary computer fails. If you do not own a computer your primary computer fails, you may use computers at your local library or college campus. |
| Computer Software  | Software is the programming that tells all those components what to do. There are two main types of software – system and application.**Systems software** includes programs that are dedicated to managing the computer itself, such as the operating system, file management utilities, and disk operating system (or DOS). The operating system manages computer hardware resources in addition to applications and data. Without systems software installed in our computers we would have to type instructions for everything we wanted the computer to do!**Application software** is intended to perform certain tasks. Examples of application software include office suites, gaming applications, database systems and educational software. | * Operating SystemWindows XP;Windows 7 or later; orMAC OS 10.6 or later
* MS Office 2007 or later, Office 2008 (for MAC) or later
* Adobe Acrobat Reader 9.0 or later
* Internet Explorer 8.0 or later, Firefox 3.6 or later, Google Chrome 7.0 or later
* Safari (MAC) 5.0 or later
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| Internet Access | Internet access is the ability of individuals and organizations to connect to the Internet using computer terminals, computers, and other devices; and to access services such as email and the World Wide Web. Internet access is sold by Internet service providers (ISPs) delivering connectivity at a wide range of data transfer rates via various networking technologies. | DSL: DSL service uses a broadband connection which connects to the Internet via a phone line but does not require you to have a landline at home. Cable: Cable service connects to the Internet via cable TV, although you do not necessarily need to have cable TV in order to get it however, it is only available where cable TV is available.3G and 4G: 3G and 4G service is most commonly used with mobile phones, and it connects wirelessly through your ISP's network. However, these types of connections aren't always as fast as DSL or cable. They will also limit the amount of data you can use each month, which isn't the case with most broadband plans. | <https://edu.gcfglobal.org/en/computerbasics/connecting-to-the-internet/1/> |
| Netiquette | The Do’s and Don’ts of online behavior | Before posting remember to THINKT – is it TRUE?H – is it HELPFUL?I – is it IMPORTANT?N – is it NECESSARY?K – is it KIND? |  |
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