**PREP Tutorials List**

A PREP Highly Recommended Tutorial is sent weekly to each newly enrolled student through an automated email process for 10 weeks. Enrollment & Completion Advisors can offer Optional Tutorials at their discretion. Note that some tutorials are quite lengthy; advisors can choose to recommend only portions of a desired tutorial based on a student’s needs. Consult the **PREP Tutorials & Content** document for more information, including a table of contents, for all tutorials. Contact your nearest librarian (on campus or via email at askalibrarian@national.edu) or DOA for more information or clarification.

**HIGHLY RECOMMENCED:**
1. **D2L Overview:** (PDF) How to use D2L
2. **Time Management:** (Website) Time management, motivating yourself, decision making
3. **Study Skills:** (Website) Learning techniques & study habits, online learning & ground classroom skills
4. **Intro to Library:** (5 min): Basic library website use
5. **Intro to Learning Express:** (4 min): How to use the Learning Express Database
6. **Computer Basics 5: Application Basics:** (26:35 min) Basic computer tools: creating documents, spreadsheets, using the internet
   a. Click the “Get Started with Your Computer” link. Choose “Using your Desktop Applications” from the left side menu. Then launch “Computer Basics 5: Application Basics.”
7. **Computer Basics 6: Organizing Data:** (50 min) Folders; How to save, share, & delete files
   a. Click the “Get Started with Your Computer” link. Choose “Using your Desktop Applications” from the left side menu. Then launch “Computer Basics 6: Organizing Data.”
8. **Internet Basics 4: Using 1-on-1 Communication:** (23:44 min) Email, Instant Messaging, VOIP
   a. Click the “Get Started with the Internet” link. Choose “Discover the Internet” from the left side menu. Then launch “Internet Basics 4: Using One-on-One Communications.”
9. **Library Tips & Tricks:** (5 min): Finding library materials
10. **Smarter Searching:** (5 min): Searching using keywords & subjects

**OPTIONAL:**
1. **Computer Basics 7: Web Browsing:** (46.5 min) Intro to web, how to choose a browser, basic searching, and keeping your information secure
   a. Click the “Get Started with Your Computer” link. Choose “Using your Desktop Applications” from the left side menu. Then launch “Computer Basics 7: Web Browsing.”
2. **Internet Basics 2: Surfing the Internet:** (1 hr 36 min) Browser options, tabs, favorites, cookies, getting help, Search, download, and Upload files on the web
   a. Click the “Get Started with the Internet” link. Choose “Discover the Internet” from the left side menu. Then launch “Internet Basics 2: Surfing the Internet.”
3. **Internet Basics 5: Email Etiquette:** (1 hr 50 min) Getting started, email compositions, writing skills, efficient emailing, netiquette, email policies
   a. Click the “Get Started with the Internet” link. Choose “Using Your Email” from the left side menu. Then launch “Internet Basics 5: Email Etiquette.”
4. **Microsoft Word 2013 Course 2: Basic** (5 hr 31 min) Basic word elements, editing & formatting text & pages, printing
   a. Click the “Popular Software Tutorials” link. Choose “Popular Software Tools” from the left side menu. Select “Microsoft Word” from the list of choices and then “Word 2013.” Then launch “Microsoft Word 2013 Course 2: Basic.”

5. **Microsoft PowerPoint 2013 Course 2: Basic** (6 hr 44 min) Getting started, creating basic presentations, editing text, views, shapes, objects
   a. Click the “Popular Software Tutorials” link. Choose “Popular Software Tools” from the left side menu. Select “Microsoft PowerPoint” from the list of choices and then “PowerPoint 2013.” Then launch “Microsoft PowerPoint 2013 Course 2: Basic.”

6. **Microsoft Excel 2013 Course 2: Basic** (6 hr 1 min) Basic worksheets, tools, data entry, editing & formatting data & worksheets, calculations
   a. Click the “Popular Software Tutorials” link. Choose “Popular Software Tools” from the left side menu. Select “Microsoft Excel” from the list of choices and then “Excel 2013.” Then launch “Microsoft Excel 2013 Course 2: Basic.”

7. **Job & Career Accelerator**: Help with resumes & cover letter, finding job openings
8. **Career Services Center** (Website)
9. **Interview with Confidence** (Course) Preparing for an interview, test questions, offers
   a. Click the “Start” button. Choose “Prepare for an Interview” from the left side menu. Launch “Interview with Confidence.”

10. **Test Preparation** (Website) Thinking, memorization, test preparation, test taking skills
11. **Basic Math Tutorial: Comprehensive** (Course) Fractions, Decimals, Percentages, Statistics, Algebra, Geometry

12. **Basic Math Tutorial: Review** (Course) Real Numbers, Basic Operations, Exponents, Percentages, Geometry, Measurement, Data Analysis & Probability
    a. Click the “Build Your Math Skills” link. Choose “Basic Math Tutorials” from the left side menu. Then launch “Basic Math Tutorial: Comprehensive.”

13. **Basic Algebra Tutorial** (Course) Expressions, Equations, Inequalities, Linear Equalities & Applications, Polynomials & Quadratic Equations, Radicals, Lines & Linear Expressions
    a. Click the “Build Your Math Skills” link. Choose “Basic Math Tutorials” from the left side menu. Select “Algebra Skills Tutorial” from the list of choices. Then launch “Basic Algebra Tutorial.”

14. **Writing Skills Tutorial** (Course) Pre-writing, Drafting, Revising, Editing
    a. Click the “Improve Your Writing, Speaking and Grammar” link. Choose “Writing and Grammar Skills Tutorials” from the left side menu. Select “Writing Skills Tutorial” from the list of choices and then “Writing Skills Tutorial.” Then launch “Writing Skills Tutorial.”

15. **Grammar Skills Tutorial** (Course) Grammar Basics, Usage, Punctuation, Writing Mechanics
    a. Click the “Improve Your Writing, Speaking and Grammar” link. Choose “Writing and Grammar Skills Tutorials” from the left side menu. Select “Grammar Skills Tutorial” from the list of choices” Then launch “Grammar Skills Tutorial.”

Updated Jan 2016 by National American University. Prepared for 2016 DLS Conference. For further information contact askalibrarian@national.edu