

EXPECTATIONS FOR COMPUTER COMPETENCY

Basic computer literacy is a prerequisite for the nursing major. Students are expected to come with basic word processing, e-mail, and Internet access skills. There are a number of means for obtaining these skills including enrollment in community college computer courses, adult education courses offered in the community or through employers, non-credit courses offered through the public library, informal learning through computer purchase or via unpaid consultants (e.g. your children).

Word Processing

1. Format a diskette
2. Copy a file from one diskette to another, from a diskette to the hard drive, and from the hard drive to the diskette.
3. Name a document
4. View the contents of the diskette
5. Retrieve a document
6. Create a document
7. Edit contents of a document
 - a. Set margins for the document
 - b. Reform a paragraph (add indent first line)
 - c. Use spell check
 - d. Underline word
 - e. Center phrase
 - f. Boldface word
 - g. Move a sentence within a document
 - h. Create header
 - i. Add page numbers to a document
8. Print a document
9. Rename a document
10. Delete a document from the diskette
11. Log off computer



Reference to Internet Browser & the WWW

1. Access an Internet Browser
2. Access/Use the Browser's On-Line Help
3. Identify the Parts of a URL
Name of Resource Address Domain,
i.e., edu = education
4. Access An Internet Search Engine
5. Access/Use the Search Engine's On-Line Help
 - a. Search for Keywords
 - b. Use of Boolean Operators

6. Recognize and Follow Links
7. Print a Web Page
8. Bookmark a Web Page
9. Save an Image from a Web Page
10. Download a File



Reference to an E-Mail System

1. Open E-Mail System
2. Identify the Parts of an E-Mail Address
3. Access/Use E-Mail System Help
4. Create an Address Book
5. Address Message
 - a. Use the To: and CC: Fields
 - b. Single Recipient
 - c. Multiple Recipients
 - d. Use Subject Field
6. Enter Message
7. Attach a File
8. Send a Message
9. Subscribe to a Listserve
10. Send a Message to a Listserv Group
11. Reply to a Message Sent by a Listserve Group Member
 - a. Edit/Delete Text of Original Message
 - b. Reply to Sender Only
 - c. Reply to All Listserve Group Members
12. Check for New Incoming Mail
13. Forward a Message
14. Delete Message(s)
15. Unattach a File from a Message