

EXPECTATIONS FOR COMPUTER COMPETENCY

Basic computer literacy is a prerequisite for the online nursing major. Students are expected to come into the program 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. Create and save a document
2. Retrieve, print, and rename a document
3. Create a folder for grouping documents
4. Edit a document – Examples:
 - a. Set margins for the document
 - b. Format character for font and size
 - c. Reformat a paragraph (indent first line, reset margins)
 - d. Use Spell Check
 - e. Underline, center, and add boldface to a word, phrase, or paragraph
 - f. Move a sentence within a document (cut & paste, copy & paste)
 - g. Create a header for a document or section of a document
 - h. Add page numbers to a document
5. Delete a document from a directory or folder



Internet Browsers & 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, e.g., Google
5. Access/Use the Search Engine's On-Line Help
 - a. Search for Keywords
 - b. Use of Boolean Operators (And, Or, Not)
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 and Upload a File



E-Mail Systems

1. Open email system
2. Identify the parts of an email address
3. Access/Use email system Help
4. Create an Address Book
5. Address message
 - a. Use the To: and CC: fields
 - b. To a single recipient
 - c. To multiple recipients
6. Enter a subject line and message text and send a message
7. Attach a file to an email
8. Subscribe to a Listserv
9. Send a message to a Listserv group
10. Reply to a message sent by a Listserv group member
 - a. Edit/Delete text of original message
 - b. Reply to Sender only
 - c. Reply to all Listserv group members
11. Check for new incoming email
12. Forward a message
13. Delete message(s)



Basic Use of Power Point

1. Enter text on a slide
2. Format and revise slide text
3. Save slide show
4. Create output as a slideshow and as handout
5. Modify slideshow presentation