

Computer Competency Checklist

Students entering the nursing programs at Laurel Ridge Community College must possess the following computer knowledge/skills prior to being accepted into the School of Nursing. If you already have these skills please sign this statement and include in the nursing application. If you do not possess these skills you can enroll in ITE 115 or an equivalent course to meet this program requirement.

1. Recognition of the Components of a Computer and basic computer functions:

- A. The CPU – what is the processor and the RAM memory?
- B. Input Devices – how to use the keyboard and a mouse
- C. Storage – what is the function of a USB flash drive and hard drive, how do you utilize them?
- D. Output Devices – what is a printer, what is a modem?
- E. Additional Parts – identify purpose of monitor, CD/DVD drive, headphone, microphone, and speakers
- F. Basic computer functions – log off and on, power on and off computer, print documents, open, close, and save files, and open/close applications

2. Computer Operations:

A. Basic Microsoft Windows Operations and Software Operations

- Basic menu functions and settings – what are pull down menus and dialog boxes?
- Knowledge of icons – How do you utilize them and what is the desktop?
- Internet – what is the internet and how do you use? Able to download items of interest and conduct literature searches
- Word Processing - Posses keyboarding skills
- Using Email – Able to open email, read email, composes and respond to emails, and delete emails
- Creating Multimedia Presentations – able to use computer assisted instruction such as PowerPoint, multimedia podcast

I possess the outlined computer skills.

Student signature: _____ Date: _____