

## Computer Skills Inventory

The MCS program relies heavily on digitally-based information sharing through the use of a computer and the internet. Basic skills such as word processing, internet-accessed information, and emailing are an absolute necessity for all MCS students. All MCS core courses include a Blackboard internet-based classroom to disseminate course information, documents, syllabus, learning plans, assessments, and student grades. The instructor and college will *exclusively use* the student WITC email account for digitally-shared information.

Please self-assess your ability to perform the following computer skills. If you do not feel competent in any of the following skills please seek assistance to learn these basic skills. Continuing education for basic computer skills can be found at WITC <http://www.witc.edu/coned/index.htm>.

Computer Skill	I am competent
Create, edit, and save a document in Microsoft Word	
Attach a Microsoft Word document to an email	
Detach and save a Microsoft Word document from an email	
Save a Microsoft Word document to a folder on a computer and to an external source such as a "jump drive"	
Uploading a Microsoft file from a personal computer or campus network folder	
Access My WITC student email account	
Utilize emailing functions such as creating an email message, detaching/attaching Microsoft Word documents within the WITC Student Web Mail	
Access and enter a <a href="#">Blackboard internet classroom here</a>	
Access valid healthcare web sites through the <a href="#">WITC Learning Resource Centers' Website here</a>	
Feel comfortable using various software applications, with instruction	
Feel comfortable and willing to use various learning platforms and electronic collaboration tools	