COMPUTER SKILLS INVENTORY

The Nursing-Associate Degree (ADN) program relies heavily on digitally based information sharing using a computer and the internet. Basic skills such as word processing, internet-accessed information, and emailing are an absolute necessity for all Nursing students. All Nursing 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 Northwood Tech 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. Explore our Innovative Teaching and Learning Center.

Computer Skills		l 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".		
Upload a Microsoft file from a personal compute folder.	r or campus network	
Access MyNorthwoodTech student email account.		
Utilize emailing functions such as creating an email message, detaching/attaching Microsoft Word documents within the Northwood Tech Student Web Mail		
Access and use a Blackboard course.		
Access valid healthcare web sites through the Northwood Tech <u>iTLC</u> <u>Academic Resources</u>		
Feel comfortable using various software applications, with instruction.		
Feel comfortable and willing to use various learn electronic collaboration tools	ing platforms and	
Student Name	Student ID	
Student Signature	Date completed	

(typed signature is acceptable)