Computer Skills Inventory

The Dental Assistant (DA) 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 Dental Assistant students. All Dental Assistant 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. Explore our Educational Technology Center.

Computer Skills	☑ 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"	
Access MyWITC 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 use a Blackboard course.	
Access valid healthcare web sites through the WITC Learning Resource Center.	

Student Signature: _____