# Computer Skills Inventory

The HIT 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 HIT students. All HIT 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 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". | |
| Upload a Microsoft file from a personal computer or campus network folder. | |
| Access My WITC student email account. | |
| Utilize email 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 websites through the [WITC Learning Resource Center.](#) | |
| Feel comfortable using various software applications, with instruction. | |
| Feel comfortable and willing to use various learning platforms and electronic collaboration tools | |