



Statement of Computer Literacy-RCST, EET Program Applicants:

1. Perform basic computer operations.
 1. Correctly identify user interface components of a computer.
 2. Correctly start up and shut down computer system and peripherals.
 3. Demonstrate the various functions of a mouse.
 4. Differentiate between computer hardware and software.
2. Use the Windows operating system to manage files.
 1. Define an operating system.
 2. Open and close programs utilizing icons.
 3. Manipulate windows by opening, resizing, moving, scrolling, and closing. Use menus, toolbars, and online help.
 4. Create, copy, move, delete, and restore files and folders.
 5. Save files on a hard drive, removable media, and network drive.
 6. Compress and extract files using compression software. (ZIP)
 7. Locate saved and downloaded files.
3. Demonstrate the basic use of email.
 1. Access the email system using login name and password.
 2. Open, close, delete, reply to, forward, print, and save messages.
 3. Compose and send a message including adding attachments to an email
 4. Download, save, and open attachments.
4. Use the Internet to access information.
 1. Launch a browser and access specific web pages.
 2. Use a search engine and search function to locate information.
5. Demonstrate basic skill in word processing software.
 1. Enter text, use word wrap, and delete text.
 2. Create, edit, save, print, close, and reopen a word processing document.
 3. Format text by modifying fonts and styles. Use formatting tools for text alignment, margins, line spacing, and indents.
 4. Move, copy, paste, cut, and delete text.
 5. Insert headers/footers and page numbers in documents.
6. Demonstrate basic skill in presentation software.
 1. Create, save, and close new presentations.
 2. Add slides and apply slide layouts. Format slides with text and graphics.
 3. Switch between different views and advance slides through normal view and slide show view.
7. Perform Basic Troubleshooting
 1. Determine Internet connectivity
 2. Differentiate between basic user errors and system errors
 3. Interpret basic error statements in operating systems and applications
 4. Discuss printing errors
 5. Understand basic hardware malfunctions

I possess the above skills.

Signature/PRINT NAME

DMACC ID or Soc. Security Number

Return to: DMACC

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OR

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