Statement of Computer Literacy

To: Paralegal Program Applicants:

Students entering the Paralegal Program must possess the following computer knowledge prior to being accepted into the Program. If you already have these skills please sign this statement and return it to the DMACC Admission Office. If you do not possess these skills you must enroll in CSC 105, Computer Essentials or an equivalent course and earn a "C" or better to meet the Program entry requirement. After completing the course, please contact the Admissions Office.

1. Perform basic computer operations.
    a. Correctly start up and shut down computer system and peripherals.
    b. Demonstrate the various functions of a mouse.
    c. Differentiate between computer hardware and software.
2. Use the Windows operating system
    a. Use tools on the Taskbar.
    b. Open and close programs utilizing icons.
    c. Manipulate windows by opening, resizing, moving, scrolling, and closing.
    d. Use menus, toolbars, and online help.
    e. Create, copy, move, delete, and restore files and folders.
    f. Save files on a hard drive, removable media, and network drive.
    g. Locate saved and downloaded files.
3. Demonstrate the basic use of email.
    a. Access the email system using login name and password.
    b. Open, close, delete, reply to, forward, print, and save messages.
    c. Compose and send a message.
    d. Add attachments to an email.
    e. Download, save and open attachments.
    f. Maintain a contact list.
4. Use the Internet to access information
    a. Launch a browser and access specific web pages.
    b. Use a search engine and search function to locate information.
    c. Navigate web pages by using the browser's toolbar functions.
    d. Download files.
    e. Print text and images found on web pages.
5. Demonstrate basic skill in word processing software.
    a. Enter text, use word wrap, and delete text.
    b. Create, edit, save print, close, and reopen a word processing document.
    c. Format text by modifying fonts and styles.
    d. Use formatting tools for text alignment, margins, line spacing, and indents.
    e. Move, copy, paste, cut, and delete text.
    f. Insert headers/footers and page numbers in documents.

I possess the above skills.

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Signature PRINTED NAME ID number (900)

Return to: DMACC- Admissions or Fax to: 515-964-6391
2006 S. Ankeny Blvd., Ankeny, IA 50023 or e-mail to: jklorenzen@dmacc.edu