

Fundamental Computer Skills

Use and understand basic computer related terms:

- a. Login (log-in)
- b. Cursor
- c. Edit
- d. Hardware
- e. Software
- f. Network
- g. Directory (Folder)
- h. File
- i. Retrieve
- j. Save/Save As
- k. Internet
- l. Copyright
- m. License Agreement
- n. Computer Manual
- o. Word Processor

2. Identify basic computer hardware components and peripheral devices:

- a. Keyboard & mouse
- b. Monitor
- c. Printer
- d. CD-ROM
- e. Hard Drive

3. Care and appropriate use of hardware

- a. Demonstrate appropriate care and use of keyboard & mouse
- b. Demonstrate appropriate care and use of computer disks
- c. Demonstrate appropriate care and use of CD-ROM
- d. Demonstrate ability to turn computer off/on independently
- e. Demonstrate appropriate care and use of printer
- f. Demonstrate appropriate care and use of special keyboard keys. (ESC, Shift, arrow keys, spacebar, backspace, Delete, Enter, Alt, Ctrl, etc.

4. Use basic computer management skills

- a. Demonstrate ability to access and exit software
- b. Demonstrate ability to manage files (saving, retrieving)

- c. Demonstrate ability to use disk utilities

5. Computer Networking and Telecommunication Skills

- a. Using a user name and password
- b. Demonstrating appropriate use of log-in numbers/names
- c. Demonstrating appropriate use of network printing
- d. Saving files to individual home directories
- e. Using multiple storage drives
- f. Accessing information from a directory
- g. Accessing on-line information for research

6. Legal/Ethical Skills - Shows understanding of appropriate legal/ethical conduct by:

- a. Demonstrating appropriate use of computers
- b. Demonstrating appropriate computer etiquette
- c. Following the MCS Policy regarding technology resources
- d. Respecting the privacy of all users through use of security rules outlined in MCS Policy
- e. Obeying copyright laws

7. Information Management Skills

- a. Access/retrieve information:
- b. Identify a need for information
- c. Identify appropriate resources
- d. Use of library catalog (LAN)
- e. Use of commercial database
- f. Use of Internet
- g. Define search parameters

8. Information Organizer

- a. Identify useful information from a search
- b. Take notes/paraphrase from search
- c. Cite electronic sources for bibliography

9. Word Processing Skills

- a. Create and save a new document
- b. Identify intended use

- c. Use save and save as
- d. Open, view, and print documents
- e. Use print preview
- f. Print entire file or selected parts
- g. Format documents
- h. Justifying text
- i. Selecting font style & size
- j. Indenting
- k. Edit text
- l. Changing font style & size