



## Linfield College – Good Samaritan School of Nursing

### Pre-Admission Computer Proficiency Requirement

#### Information Literacy Expectations

Researching, finding, understanding and managing large amounts of complex information are both the hallmarks and challenges of 21st century health care. Linfield College School of Nursing is committed to preparing nurses to thrive as the health care environment increasingly relies on the nurse's fluency in information literacy to manage care and promote health.

#### The Linfield College School of Nursing Information Literacy Plan

Upon entry into the nursing major and at each level of the nursing curriculum the student will learn and practice new information literacy skills. Each set of skills builds on previous learning and moves the student toward fluency in information literacy. Access to computers and the Internet is provided during scheduled hours through the Loveridge Hall Computer Lab. It is strongly recommended that students have a personal computer with Internet access that uses programs compatible with those in current use at the College, in addition to the access provided by the Computer Lab

#### The Linfield College School of Nursing Computer Proficiency Requirement

Basic computer proficiency is a prerequisite for entry into the nursing major. Admitted students are required to have basic word processing, e-mail, and Internet access skills. Students may obtain computer knowledge through self-study, working with a tutor, or taking courses that best meet their learning styles and unique learning needs.

The following skills are essential for all entering students in the Linfield College of School of Nursing program. Possession of these skills will enable students to progress and use relevant instructional methodologies in the nursing program. By signing this document and initialing the attached sections, the student verifies proficiency in EACH of these skills. If the student is uncertain of her/his proficiency, the attached resource list includes available tutorials to upgrade skills. Faculty will expect these proficiencies in submitted assignments; and will include these skills in grading of assignments.

**“I have read and I understand that by signing this document and initialing the attached I am verifying my proficiency in and accountability for EACH of these skills.**

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Name (please print)

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Signature

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Date

**Basic Technical Skills: Competence in use of Central Processing Unit (CPU), monitor, keyboard, mouse and printer.**

- Use keyboard to enter information, including special features (e.g., caps lock, insert)
- Use mouse effectively (right click, click and drag, etc.)
- Use a windows environment effectively (e.g., opening and using multiple windows; cutting, copying, and pasting between windows; minimizing and maximizing windows)
- Save files to hard drive and disk
- Know what a virus is, and how to screen for and remove a virus
- Use folders and subdirectories to organize information
- Use toolbars and menu bars with drop-down windows
- Understand the concepts of drives, storage media, etc.
- Use Start to find desired applications and to shut down
- Use the Office suite of software
- Operate a printer (e.g., print, add paper, clear minor paper jams)
- Use educational technology (e.g., videotapes and computer programs)
- Access the library's homepage on the World Wide Web
- Understand error warning messages
- Use CD-ROM and disk drives
- Download updates

*Initials*

**Windows Environment: Competence in Windows Explorer for folder/file management.**

- Use windows Help
- Maximize and minimize a window
- Move a window
- Print the current window or entire screen
- Distinguish between a file and a folder
- Format a diskette
- Find, move or copy a file or folder

*Initials*

**Email: Competence in use of Email to Send and Receive messages and Attachments**

- Open E-Mail system
- Identify the parts of an e-mail address
- Access/Use E-Mail system help
- Address message
  - a. Use the To: and CC: fields
  - b. Single recipient or multiple recipients
  - c. Use subject field

- Read, send, delete, reply to, forward and print e-mail messages
- Send and receive attachments
- Avoid SPAM

*Initials*

Word Processing: Competence in use of Microsoft Word (not Works) to produce and edit scholarly documents.

- Save in a particular format (e.g. doc, .html, .rtf)
- Save to diskette or hard drive
- Send a document as an email attachment
- Make folders
- Save backup files
- Retrieve a document
- Create a document
- Edit contents of a document
  - Set margins for the document
  - Reform a paragraph (indent, center, tab)
  - Use Spell and Grammar Check
  - Manipulate fonts (boldface, italics, underline)
  - Move a sentence within a document
  - Add page numbers to a document
  - Line spacing
  - Headers and footers
  - Cut and paste
  - Find and replace
  - Justify margins
- Print a document or a selection
- Rename a document
- Delete a document

*Initials*

Web Browser/General Internet: Competence in the use of an Internet browser to locate and navigate through Linfield College web pages.

- Access a web browser
- Open a known web address (URL-Uniform Resource Locator)
- Bookmark a web page or save as a Favorite
- Find the Linfield College and the Linfield College Library home page
- Print out a course syllabus from a Nursing course

*Initials*