

BCCC IN Program Prerequisite Skills: Self Assessment

Students enrolling in the BCCC Information Technology program must possess the following minimum set of computer skills. Students failing these minimum skill levels should take the indicated prerequisite courses prior to enrollment in the IN program.

Instructions

Check each applicable skills box. To enroll in an IN course, you should possess all of these skills.

I can perform basic File & Folder Activities using either multiple Folder windows or the Windows Explorer®

Program to:

- Create new folders or files
- Rename folders or files
- Delete folders or files
- Copy folders or files
- Move folders or files

I understand:

- How to perform Drag & Drop operations
- How to locate a file using the Windows Explorer®, My Computer icon or Start Menu → Find option
- The differences between the right/left mouse button functions
- The difference between a Pop-Up & Pull-Down menu
- How to Open, Close and Minimize Windows

I understand how to use the standard Windows shortcut keys

- Ctrl-P
- Ctrl-C
- Ctrl-X
- Ctrl-V

Can perform these Basic Operating System tasks in MS-Windows & MS-DOS (command-line window)

- Install/update software
- Use the Recycle bin to delete files
- Use Virus scan software
- Print files

Start/Stop (Close) an application via:

- The Task Manager → Close Program Option
- The Start Button → Shut Down Option
- Display and manipulate the desktop environment settings

Use the Network Neighborhood icons to

- Establish shared devices and Files
- Add a Network Printer
- Find a computer or server

I can use the Control Panel and Printer Start Menu options to:

- Add/Remove hardware
- Add a Printer
- Add/Remove software

I can use these Basic Software Packages

(You should be able to check at least 3 of the following)

- MS Word®
- MS Access®
- MS Excel®
- MS PowerPoint®
- Acrobat Reader®
- MS Internet Explorer® or Netscape Navigator®

I have basic knowledge of how to:

- Use the keyboard
- Use the mouse
- Zip/Unzip Files
- Display settings & the Desktop environment

I am able to use the Internet and Electronic communications tools to:

- Send e-mail with attachments
- Use a browser to navigate the web
- Execute online searches
- Download files off the Internet
- Use a URL to locate a web site
- Install and use Browser Plug Ins

I have or will have daily access, outside of the classroom and labs, to

- A Computer with a CD Drive Printer
- A BCCC Pipeline account
- The Internet
- The software required for each class

Student: If you do not have the above skills, do not enroll in an IN course. Instead, consider one of the following options:

1. Students with **no computer experience** need to take *BE-100 (Keyboarding)*; *BE-160 (Beginning Computer Concepts)* & *BA-104 (IPS)* before taking any IN courses
2. Students with **limited computer experience** should consider taking the *BE-160 (Beginning Computer Concepts)* and must take the *BA-104 (IPS)* before taking any IN courses.

Note: Students with **limited written and spoken English skills** should complete the basic English composition and Speech prerequisites before taking any IN courses.

NOTE: Approval by a site or department dean is required in order to waive these requirements and the student will be responsible for correcting his or her deficiencies.