

Check list for waiver of Basic Computer Skills

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Office of Continuing Education
Computing and Information Technology Program

Ever used a personal computer running Microsoft Windows?

If no → take Basics

If yes →

1. Used a personal computer running Microsoft Windows more than 20 hours?
2. Able to start (launch) and close an application (program)?
3. Create a simple file (such as a letter), save it, retrieve it and make changes?
4. Comfortable with use of mouse – to move pointer, to select objects, to drag and drop objects?
5. Familiar with the safe shutdown procedure?
6. Able to manage a window on the desktop– move/minimize/maximize/close a window?
7. Able to identify icons, taskbar, start button, desktop?

If yes to at least four items, waiver approved and student can take EDP 07 *Introduction to Microcomputing*.

If yes to two or three items, student should speak to the coordinator.

If yes to only one item or no items, student should probably take PCW 22 *Basic Computer Skills*.