

Computer Skills 38 Teachers from Blackhawk Technical College Expect of their Students

66-100% of teachers	33-65% of teachers	0-32% of teachers	
What General Computer Knowledge do you require of your students?			
X			Log-on to computer
X			log-off of computer
X			Restart computer
X			Open, use and close programs
X			Use a mouse to click and drag an item
X			Use the functions of the left and right mouse buttons
	X		Adjust a monitor (resize, change display properties)
X			Use the task bar to manage more than one open window
			Other: _____
What File Management Knowledge do you require of your students?			
X			Use appropriate form for filenames
X			Search for a file
X			Save and retrieve files
X			Create folders
X			Navigate file structures (folders and subfolders)
	X		Create shortcuts
	X		Use compression software such as Winzip to compress and decompress files
	X		Remove unwanted files and empty the recycle bin (and restore items sent to the recycle bin)
X			Copy documents from a hard disk or USB drive and vice versa
			Other: _____
What Word Processing Skills do you require of your students?			
X			Edit, copy, cut and paste a block of text
X			Change text fonts, size, color and style
X			Insert and remove/modify margins and tabs
X			Insert and remove/modify headers, footers, and page numbers
X			Change line spacing
	X		Use a mouse to "drag" a block of text
X			Use a spell checker
	X		Create a table in a word processing document
	X		Insert graphics and other files (spreadsheets, other documents) into a document
X			"Save as" in order to change the format of the document you are saving from one type of program to another
			Other: <i>Create professional-looking documents according to required business format</i>

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What Electronic Communication Skills (email, listservs) do you require of your students?			
X			Compose, send, reply to and forward email messages
	X		Create a signature block
		X	Maintain electronic address book to store individual and group email addresses
		X	Set up email preferences related to delivery, formatting, spellcheck, security, message handling and file management
		X	Configure your junk mail filter to accept or reject emails from specific sources
X			Transfer text files between a desktop and a server (e.g. Blackboard, FTP client, etc)
X			Attach files to an email message
		X	Subscribe to a listserv
		X	Participate in an asynchronous computer conference, online chat group or news group
X			Use proper "netiquette"
			Other: _____
What Web Skills do you require of your students?			
X			Open an Internet browser (Microsoft Explorer, Safari, Firefox, AOL, etc)
X			Use a URL (internet address) to go to a web site
X			Use Hyperlinks to go from one web page to another
	X		Know the difference between a "search engine" (e.g. Google, AltaVista), subject directory (e.g. Scout Report, Yahoo) and a meta-search tool (e.g. DogPile, Ask Jeeves) and know when it is most advantageous to use one over the other
		X	Customize a Web Browser (security settings, tool bars, homepage, etc.)
	X		Bookmark a website
X			View, download, decompress and open documents and programs from Internet sites (e.g. graphics, HTML, demonstrations of applications, documents, presentation files, PDF files)
		X	Empty the disk and memory cache on your browser to free up space
		X	Create a basic website
			Other: _____
Databases, Searching & Information Integrity			
X			Evaluate the information you find on the Web using the same standards as print materials: authority, accuracy, objectivity, coverage, currency and design
	X		Search for a topic in one of the large journal databases (e.g. EBSCO, ProQuest, Gale/Infotrac, Jstor, PubMed, Lexis/Nexis, TOXNET, etc.)
	X		Know what Subject Headings are and how to use them
	X		Know what difference "AND" and "OR" would make in combining the results of two searches
	X		Know how to construct a search with alternative spellings and synonyms (e.g. TV in addition to television)
	X		Know how to construct a search for an exact phrase
		X	Know how to use truncation and wildcards when searching

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Databases, Searching & Information Integrity (continued)			
X			Search BTC's library catalog
X			Know how to cite books, journal articles, technical reports and other documents published on the Internet
			Other: _____
What knowledge of Spreadsheets do your students need?			
X			Move and scroll through a spreadsheet
X			Enter, edit, format and delete the contents of cells
X			Create a simple spreadsheet with rows, columns, and headings
X			Insert and delete rows and columns
X			Format contents of cells (format numbers, align cell content, change fonts and add borders)
X			Change the format of a number in a spreadsheet (currency, comma, text, etc)
	X		Write or create a formula
	X		Select a range of spreadsheet rows and columns and create a chart, bar graph, pie graph, table and line graph
	X		Insert tables, graphs and spreadsheets into a word processing document
			Other: _____
What Presentation Skills are necessary for your students?			
X			Create presentations using wizards, design templates or blank layouts
X			Create slides using standard layouts and designs
X			Modify standard layouts and designs
X			Edit slides, insert slides from other presentations and re-sequence slides
X			Change text fonts, add bullets or numbers to slide content
X			Use a spell checker to check for typos and misspelled words
X			Add objects (e.g. clip art, pictures, video clips, sound) to a slide show
	X		Add animations and transitions to slides
	X		Navigate between slides and switch between different views (slide, outline, notes)
What Social Media skills to you require of your students?			
	X		Use a social networking site such as Facebook, MySpace or KinkedIn
		X	Use a web service such as Flickr or Delicious
		X	Post a document, resume, picture, or video to a website, web service or social media site
		X	Post comments to a blog
		X	Contribute to a Wiki
		X	Create a blog or wiki
	X		Digital pictures
		X	Digital videos

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What System Maintenance & Security Knowledge do your students need?			
		X	Back up data using backup utilities or zip drives
		X	Diagnose and correct common hardware/software problems using self-help resources (manuals, online help and Windows troubleshooter)
		X	Remove programs that are not used via the add/remove programs feature and install or upgrade programs
		X	Add new hardware such as scanners, mouse, keyboards, monitors, palm pilot, modem, etc.
		X	Use and maintain an up-to-date antivirus program to check programs and files for viruses; know what to do if it appears a computer is infected with a virus
	X		Know what computer practices put computers at risk for virus infection
		X	Perform basic system maintenance using system tools (e.g. scan disk, disk cleanup, disk defragmenter)
			Other: _____