Computer Skills Checklist

Name _____   Instructor's Name _____

Unit 1: Basic Computer Skills	Date Completed	Instructor approved
Turn Computer on		
Log on with a username and password (if applicable)		
Successfully complete vocabulary quiz		
Successfully open, navigate and close software (Word, Notebook, etc). Navigation includes doing the activities such as click, drag or type.		
Complete Keyboard Exercise 1 with no more than 5 errors.		
Shut down computer (end of the class)		
Turn monitor off (end of the class)		

Unit 2: Email Skills	Date Completed	Instructor approved
On the Internet, go to www.google.com		
Create a gmail account if you don't already have one		
Compose an email		
Send an email to your teacher		
Save an email address in your contact list		
Reply to an email		
Send an email with an attachment to your teacher		

Unit 3: Basic Word Processing Skills	Date Completed	Instructor approved
Open Microsoft Word		
Open a new document		
Open an existing document		
Successfully complete Word Processing lesson 1		
Successfully complete Word Processing lesson 2		
Save a document		
Print preview **and** Print a document		
Close a document		

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Unit 4: Word Processing Skills	Date Completed	Instructor approved
Open Microsoft Word		
Open an existing document		
Successfully complete Word Processing lesson 3		
Save a document		
Print preview **and** Print a document		
Close a document		

Unit 5: Internet Skills	Date Completed	Instructor approved
Open Google		
Correctly type an ESL website (your choice). Navigate the site according to your teacher's instructions. For example: ● www.usalearns.org ● www.esl-lab.com ● www.msjc.edu/ESL/Pages/default.aspx		

Navigate the Internet for <u>useful</u> information. Here are some suggestions. You may choose more than one.
● If you are a parent, go to your child's school website and find **Parent Portal**.
● For driving directions or to get a map:
   o www.google.com click **Maps** then **Get Directions**
   or
   o www.mapqwest.com
   click **Get Directions** or **Get Map**
● If you ride the bus, go to
   o www.riversidetransit.com
 	
● Go to your city's website and find information		

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Unit 6: Job Search Online	Date Completed	Instructor approved
Complete a Personal Fact Sheet		
Fill out a job application online http://www.msjc.edu/HumanResources/Pages/default.aspx Click: Search and Apply, Temporary, Student Workforce Employment Select a job that interest you Click on Apply		
If you are looking for a job **and** have a Social Security Number, go to one of the following websites: snagajob.com monster.com		
Create a Resume using Microsoft Word template		
Print completed Resume		
Create and save a Reference page with references (people's contact information)		

Unit 7: MSJC website / Information	Date Completed	Instructor approved
Successfully completed MSJC website scavenger hunt		
Successfully completed the Riverside County library activity.		

UNITS COMPLETED:

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