

Computer Literacy Self-Assessment

It is essential that all students entering the UCLA School of Nursing possess the knowledge and ability to operate a computer with proficiency. Faculty will assume that all students possess basic computer skills. Knowledge of Windows is important. If you are familiar with a MAC, it should not be difficult to “translate” your skills to a Windows environment. Most students find it convenient to have their own computer to use at home. We encourage you to consider purchasing a computer if you do not already own one. For those who are unable to purchase a computer at this time, nursing students will have access to computers at the Instructional Microcomputer Facility (IMF) located on the second floor in the Louise Darling Biomedical Library.

The School of Nursing uses computer-based instruction, called DXR, for some master’s level clinical courses. Use of DXR begins in winter quarter of the first year of the MSN program. Computers that run in Windows are recommended for compatibility with DXR and online courses. If you have a MAC computer you will need to be very familiar with the functions of the MAC to work on the DXR program.

What follows is a Self-Assessment Guide designed to help you determine if you will need additional training or practice to meet the computer-related requirements of the Nursing degree program you are entering. The guide is divided into 5 parts:

- General Computer Knowledge
- Documents and Documentation (word processing)
- Rows and Columns (spreadsheets)
- Data Inquiry (databases and database searching)
- Communications (email, computer conferencing, mail groups and WWW)

In the box before each question below, write in a **2**, a **1**, or a **0** letting:

- 2 stand for YES
- 1 stand for NOT SURE, BUT LIKELY
- 0 stand for NO or UNLIKELY

At the end of each section total your points and based on the total make a decision about whether or not you need to seek additional training. As a rule of thumb:

- Score above 16 points for any particular section – you probably have the skill level you need.
- Score between 10 and 15 – you seem to have a significant amount of familiarity but we suggest you continue to work with a computer and become even more familiar with any area of possible weakness.
- Score below 10 points in any section – you need to get additional training and/or practice before entering your nursing program. Take advantage of any of the resources in your area to develop the skill level you need, i.e., community college or UC extension course.

Section 1 – General Computer Knowledge

- 1. Can you name one input device and one output device?
- 2. Do you know what RAM stands for and how much RAM your computer has?
- 3. Do you know what an “icon” is and what do with it?
- 4. Do you know how to use a mouse to “drag” an item?
- 5. Do you know the acceptable form for a filename?
- 6. Do you know how to search for a file on your computer?
- 7. Do you know what a modem is used for?
- 8. Do you know how to reboot your computer?
- 9. If you have a program on a diskette or a CD, do you know how to tell the computer to RUN it?
- 10. Do you know how to open up more than one program at a time and move quickly between them?

Total Score General Computer Knowledge

Section 2 – Documents and Documentation (Word Processing)

- 1. Do you know what a font or typeface is?
- 2. Do you know how to right and left justify a document?
- 3. Do you know how to cut and paste a block of text?
- 4. Do you know how to use a mouse to “drag” a block of text?
- 5. Do you know how to reset margins in your word processor?
- 6. Do you know how to create a table in a word processing document?
- 7. Do you know what the clipboard does?
- 8. Do you know how to tell your word processor to number the pages of your document?
- 9. Can you use a spell checker?
- 10. Do you know how to Save as@ in order to change the format of the document you are saving from one type of word processing program to another or from a word processing format to htm?

Total score Documents and Documentation

Section 3 – Rows and Columns (Spreadsheets)

- 1. Have you ever balanced a checkbook with a computer program (i.e., Quicken)?
- 2. Have you used a spreadsheet program to project or manage a budget?
- 3. Do you know how to make a histogram or barchart from selected spreadsheet rows and columns?
- 4. Do you know what a cell is in a spreadsheet?
- 5. Do you know the number a spreadsheet would enter in a cell where you typed the following: =2+2*6 (Hint: You need to know which operations the computer would do first).

- 6. Do you know how to write a formula to add a column of numbers?
- 7. Can you change the format of a number in a spreadsheet from currency to comma and do you know what that means?
- 8. Have you ever used a statistical program?
- 9. Can you find the meaning for a column of figures in a statistical program?
- 10. Do you know how to copy a column of figures into a second column?

Total Score Rows and Columns

Section 4 – Data Inquiry (Databases and Search Engines)

- 1. Have you ever used a personal computerized database such as an address list?
- 2. Do you know which of the following is the best reason for putting your addresses in a computerized database?
 - a. it can hold an unlimited number of names
 - b. you can make corrections without retyping the whole thing
 - c. you can sort it on different categories or fields
- 3. Have you ever sorted a database to put the records in a particular order to find a particular group?
- 4. If you were asked to put names, addresses, phone numbers, and job titles into a database do you know which of the following sets of categories (fields) represents the best database design that would enable you to print mailing labels in zip code order and an office address list in alphabetical order?
 - a. name, address, phone, job
 - b. first name, last name, street address, city, state/zip, phone, job
 - c. name, street address, city state/zip, phone, job
 - d. first name, last name, address, phone, job
- 5. Have you ever used a “search engine” (i.e., Yahoo, Infoseek, Alta Vista, Lycos) on the Web?
- 6. Have you ever searched for a topic in one of the large health-related databases (i.e., Medline, CINAHL)?
- 7. Do you know what Medical Subject Headings (MESH) are and how to use them?
- 8. Do you know what difference “AND” or “OR” would make in combining the results to two searches?
- 9. Have you ever used an electronic clinical information system to look up a client’s health record?
- 10. Have you ever searched an electronic library catalog?

Total Score - Data Inquiry

Section 5 – Communications and Surfing (Email, Computer Conferencing, Mail Groups and WWW)

- 1. Do you have an email address?
- 2. Do you have an Internet provider for your home or office computer?
- 3. Do you know what a listserv or electronic discussion group is?

- O 4. Have you ever subscribed to a listserv?
- O 5. Have you ever used a browser like Netscape or Internet Explorer to visit the World Wide Web?
- O 6. Have you ever participated in an asynchronous computer conference, on-line chat group or newsgroup?
- O 7. Do you use email regularly?
- O 8. Have you ever saved a web page, printed a web page or created a web page?
- O 9. Can you locate three major search engines on the Web?
- O 10. If you found a site on the Web that you particularly liked, do you know how to easily save that site (bookmark) so you can go back to it later without having to re-enter the entire address?
- O **Total Score – Communications and Surfing**