

Computer Skills Assessment for Potential Distance Learner

Name: _____
Date: _____
Telephone: _____
Email: _____

Do you have a computer at home or have access to a computer? _____

Do you have the Internet at home or do you have access to the Internet? _____

Please answer the following questions to help us further determine if this is the best class for you.

COMPUTER SKILLS	YES I CAN DO THIS	NO I CANNOT DO THIS	I CAN DO THIS BUT IT IS VERY HARD
Turn on/off computer, monitor, and printer.			
Use a mouse.			
Use a keyboard.			
I know the meaning of the hourglass.			
Open a program from a desktop icon.			
Open a program using the START menu.			
Exit a program.			
Minimize/maximize program windows.			
Understand the difference between a program and a document.			