

Computer Information

The faculty and administration of the College of Marin Registered Nursing Program are committed to preparing nurses to participate in a technologically sophisticated health care environment. Most of our courses require using computers to access information and complete assignments. Email communication is a department standard.

It is highly recommended that students have a computer, printer, high speed internet access and an email address. Many nursing courses and many clinical placements require that the student have basic computer skills. Basic computer skills include keyboarding, mouse use, word processing, use of the internet and email, CD-ROMs, sending and receiving attachments and data entry.

Many nursing courses are web enhanced and use Evolve or Blackboard. ATI study materials are computer based. For these courses students will need to know how to navigate within a computer program. Some classes require students, to take Computerized Assessments. This helps prepare students for the National Council Licensure Examination-Registered Nurse (**NCLEX-RN**)

Clinical assignments may require the use of a Computerized Medical Record. Students will need basic computer skills to get information and input data.

A. Computer Skills

Basic Computer Skills

- Basic skills: logging on, starting programs, navigating, understanding how your computer is organized, using a mouse
- Opening and closing files
- Saving files to a variety of locations and media
- Navigating between two open applications
- Uploading and downloading files
- Using CD-ROMS, memory sticks

Word Processing Skills

- Keyboarding
- Creating Word documents
- Formatting skills: font, font size, bold, italic, center, bullets, line spacing, page breaks, margins and paper orientation
- Cutting, copying, and pasting text from one document to another
- Entering data into a template
- Power Point: Opening, reading and printing documents

Web skills

- Connect to the internet
- View a web page by typing in a URL
- Navigate web pages by following links, using the BACK button, making and using Favorites (Bookmarks) and using the REFRESH button.
- Conduct Internet searches
- Updating and maintaining anti-virus protection for your operating system

E-mail skills

- Log into an e-mail account
- Read, create, send and receive Messages
- Attach, open and send files
- Navigate from a URL in an e-mail message to the web page, both by clicking the link and by pasting the URL into a web browser

B. Computer Courses

CIS 101 Computer Information Systems 101. Intro to Personal Computers and Operating Systems. Introduction to the hardware, operating systems, and application software environment of the personal computer for students with little or no previous experience with microcomputers. Uses Windows XP on the IBM PC. Transfer Credit: CSU.

CIS 110 Intro to Computer Information Systems. A general introduction to computers and information processing for all students, this course will allow students to work with personal computers using application software for word processing, spreadsheets, and databases. Transfer Credit CSU/UC. May be taken as a web based course.

C. Computer Labs Kentfield Campus: These are open to all students. All computers are loaded with software programs and have internet access. Printing is limited. Ask lab resource person about printing restrictions.

Hours and Location	Media Center LC 20	Science Center SC 144	Business Center BC 101
Monday	8:00 am – 9:00 pm	8:30- 4:30 pm	9:00 am – 12:30 1:30 pm – 5:00
Tuesday	8:00 am – 9:00 pm	8:30 -4:30 pm	9:00 am – 12:30 1:30 pm – 5:00
Wednesday	8:00 am – 9:00 pm	8:30 -4:30 pm	9:00 am – 12:30 1:30 pm – 5:00
Thursday	8:00 am – 9:00 pm	8:30 -4:30 pm	9:00 am – 12:30 1:30 pm – 5:00
Friday	8:00 am – 9:00 pm	8:30 -4:30 pm	9:00 am – 12:30 1:30 pm – 5:00
Saturday	Closed	TBD	Closed
Sunday	Closed	TBD	Closed

C. Home Computer Recommendations

Recommended Computers

- Minimum PC Windows Platform: Pentium III 700 MHz Processor with 256 megabytes, preferred 512 megabytes or greater
 - Operating System: Minimum Windows 2000; Windows XP or Vista preferred
- OR**
- Apple Computer: Minimum 256 megabytes, preferred 512 megabytes or greater
 - Operating System OS 10 or greater

Recommended Browsers:

- Internet Explorer, Mozilla Firefox or Safari

Recommended Internet Connections:

- No Dial Up, DSL or greater

Recommended Office Software:

- Microsoft Word and Power Point

Recommended Downloads: The latest versions of the following programs can be downloaded for free from the Internet.

- Apple Quick Time
- Java
- Adobe Reader PDF
- Adobe Flash Player
- Adobe Shock Wave
- Real player Basic

D. Blackboard/WebCT

COM Classes may require the student use Blackboard/WebCT

Version

- Vista/CE :

Useful Web Sites:

1. Blackboard Student Support site:

www.webct.com/oriented

2. Troubleshooting Steps:

<http://www.webct.com/tuneup>

3. Supported Browsers:

http://www.webct.com/tuneup/viewpage?name=tuneup_browser_tuneup_information#browsers

Note: if using Internet Explorer 7, turn off the phishing filter. Click on Internet Tools Advanced

4. Browser Tips and Troubleshooting:

http://www.webct.com/tuneup/viewpage?name=tuneup_browser_troubleshoot