

## UPS 320.030

# POLICY ON COMPUTER COMPETENCY FOR ENTERING STUDENTS

### PREAMBLE

Because the ability to use computer technology is a necessary skill for successful learning at California State University, Fullerton, this policy statement sets forth minimum expectations for entering students as to competency in using personal computers.

1. All entering students are expected to be competent in the use of a computer prior to being admitted to the university. Competency includes the ability to use
  - a) a computer to locate, create, move, copy, delete, name, rename, and save files and folders on hard drives and on removable media ;
  - b) a word-processing program to create, edit, format, store, retrieve, and print documents;
  - c) an electronic mail system to receive, create, edit, print, save, and send an email message with and without an attached file; and
  - d) an Internet browser to search the World Wide Web.
2. This University Policy Statement shall be widely disseminated to prospective and incoming new students. The following statement concerning Computer Competency shall be included in the University Catalog and Class Schedule.

### COMPUTER COMPETENCY

All entering students are expected to be knowledgeable in the use of computers prior to being admitted to the university. Entering students should have 1) the ability to use a computer to locate, create, move, copy, delete, name, rename, back-up and save files and folders on hard drives and on removable media ; 2) the ability to use a word-processing program that runs on a computer to create, edit, format, store, retrieve, and print documents; 3) the ability to use an electronic mail system to receive, create, edit, print, save, and send an email message with and without an attached file; and 4) the ability to use an Internet browser to search the World Wide Web.

Students who do not meet the expected level of competency should contact the Academic Advising Center.

**EFFECTIVE DATE: November 8, 2006**  
Supersedes: UPS 320.030 dated 8-15-01  
and ASD 06-113

**Source: IT Committee**

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Effective Date: 11-8-06