Computer Lab Pre-Course Inventory
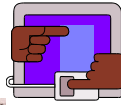
Name:_____   **Date:**_____   **CB Instructor:**_____

Please answer the computer survey questions to the best of your ability.

1. Have you ever used a computer before? ☐ Yes ☐ No
   *If you answered no, skip to question 3.

2. Do you know how to use a mouse? ☐ Yes ☐ No

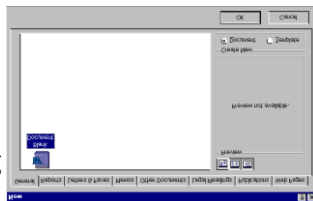3. Do you know how to type? ☐ Yes ☐ No

   If yes, how many words per minute do you estimate you can type? _____

4. Which operating system(s) are you familiar with?

   ☐ Windows 95/98/2000/XP   ☐ Windows 3.11 for Workgroups   ☐ Apple   ☐ OS/2

   ☐ None   ☐ Other _____

5. On a scale of 0-5, identify your competence level in the programs below (*0= no experience; 1= very little competence...know what program is but haven't worked with it; 2= some competence...worked with the program but can't do many functions; 3= fair competence...can perform basic functions; 4= good competence... can perform most functions; 5= competent... trained and/or used extensively and can perform advanced functions of the program.*

   ☐ **Word Processing**
   (e.g. MS Word)

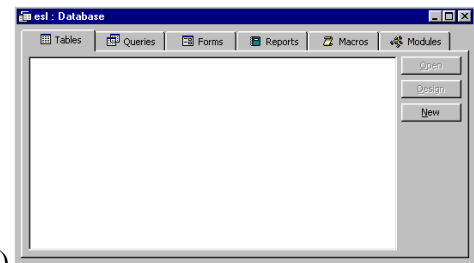   ☐ **Internet**
   (Netscape, Internet Explorer)

   ☐ **Presentation Software**
   (e.g. PowerPoint)

   ☐ **Spreadsheet**
   (e.g. Excel)

   ☐ **Database**
   (e.g. Access)

6. How many days per week do you plan to spend in the computer lab?
   ☐ 1   ☐ 2   ☐ 3   ☐ 4   ☐ 5   ☐ Varies

7. How much time do you plan to spend in the computer lab when you attend?
   ☐ Less than 1 hour   ☐ 1-2 hours   ☐ 3-4 hours   ☐ Over 4 hours