

Technology Requirements & Computer Proficiency

Personal Computer

Each HIHIM student must purchase a laptop (MAC or PC) for use in courses. Laptops should be installed with the following: Windows 7 (PC) or current MAC OS X version, Wi-Fi (wireless), and Microsoft Office 2007 or higher.

Required Skills

Basic Knowledge of Computers and Standard Productivity Software:

- understand the concept and basic functions of an operating system
- save to disks, find files, create directories, run/execute programs
- copy and paste text, images, etc. from one software package to another
- create, edit and save (in various formats) a document using word processing software
- install and uninstall application programs
- upload and download software and files
- extract compressed files

Basic Information Retrieval Skills:

- Students must have a working knowledge of the World Wide Web and its functions including the use of a web browser, site navigation and search function.

Electronic Communication Skills:

- use of electronic mail, including the ability to send and receive file attachments and the use of e-mail lists
- familiarity with various asynchronous communication tools (for example, blogs, threaded discussion boards/forums)

Recommended Skills

Productivity Software:

- Document software: Knowledge of how to design, proof and correct a **simple report, correspondence, and/or term paper** using word processing products such as Microsoft Word.
- Database & Spreadsheet software: Knowledge of how to design and implement a **simple spreadsheet** for the manipulation and analysis of data using software such as Microsoft Access and Microsoft Excel. Ability to create graphical tables using spreadsheet data will be beneficial.
- Presentation software: Knowledge of how to design and implement a **simple computer-generated presentation** of information using software such as Microsoft PowerPoint. Ability to create links and apply graphics and animation features will be beneficial.
- familiarity with interactive electronic discussion systems (for example, MSN and Yahoo Messenger, etc.)
- experience using streaming media players (for example, Windows Media Player or QuickTime)
- proper "netiquette"

Note: During your studies you will also use the UW Catalyst and Moodle Learning Management Systems and the AHIMA Virtual Lab applications. You will be encouraged to complete some assignments using Microsoft Visio and Microsoft Project Manager.