

**BOSTON REED COLLEGE**  
**Policy & Procedure Computer Proficiency**

**POLICY**

Boston Reed College requires its students to have basic computer skills as a prerequisite to placement in an externship assignment. A student must be able to show proof of computer proficiency as requirement for eligibility for externship. Computer proficiency can be defined as follows:

1. Demonstrate basic keyboard functions and use of mouse.
2. Demonstrate turning on the computer, locate and open programs and documents.
3. Demonstrate the save and open functions in a program.
4. Demonstrate sending and receiving an email with and without an attachment.
5. Demonstrate how to locate and print out a document.

**PROCEDURE**

1. At the designated time the student will provide Boston Reed with a copy of proof of computer proficiency. This can be accomplished in the following ways:
  - a. Show proof of successful completion for a related course.
  - b. Contact the local Adult Education Center, Temporary Agency or Community College and request to be checked out on the above skills. Proof of completion (letter or certificate) is required to show proficiency.
  - c. Letter of verification from student's employer stating he or she uses the above skills on a regular basis and is proficient in them (see sample letter below).

**LETTERHEAD OF BUSINESS**

ATTN: Student Records- Boston Reed College  
Proof of Computer Proficiency- \_\_\_\_student name here\_\_\_\_

My employee \_\_\_\_\_ has demonstrated proficiency in computer operation. He or she is proficient in, at minimum, the following tasks:

- Demonstrate basic keyboard functions and use of mouse.
- Demonstrate turning on the computer, locate and open programs and documents.
- Demonstrate the save and open functions in a program.
- Demonstrate sending and receiving an email with and without an attachment.
- Demonstrate how to locate and print out a document.

Sincerely,

Name of Employer  
Contact Phone Number