



Distance Education Computer Requirements & Technical Competency Skills

Recommended Minimum Computer Requirements:

Processor:	2.0 GHz Pentium/Celeron/AMD or higher	Web Browser:	Internet Explorer 8 (or higher)
Memory:	1 Gb RAM or higher (2 Gb recommended)	Internet Access:	High Speed Cable Internet
Storage:	40Gb Hard Drive or higher	Software:*	Microsoft Office 2007
Operating System:	Windows XP or later (Home or Professional edition)	CD/DVD Drive:	CD Burner (required) DVD Burner (recommended)

*Other software requirements will be provided to accepted students.

Technical Competency Skills Requirements:

Skill: Windows XP or higher

You need a functional understanding of the Windows desktop, such as:

- Starting and closing a program
- Using the taskbar
- Help
- Copy and paste between programs
- Using Windows Explorer (file manager)
- Dialog Boxes (a popup box with additional information)
- How to use the clipboard to cut and paste and embed/link features

Skill: Internet

You need a functional understanding of the following:

- Print
- Search
- Browse
- Bookmarks
- File Transfer
- Download files
- Install plug-ins and/or software
- Participate in online chat groups, discussion groups, and tutorials

Skill: Office Software Packages (Office 2007 or higher)

You need a basic knowledge of how to use Word, PowerPoint, and Excel, such as:

- Keyboarding/Typing
- Tool bar/Menu bar
- Page formatting (page numbering, line spacing, margins – left, right, top, and bottom margins)
- Printing (word document, spread sheet, or presentation handout)
- Automatic spell and grammar check
- Landscape and portrait
- Use of Thesaurus
- Creating tables
- Text editing (cutting, moving, copying, and pasting)
- Viewing PowerPoint presentations (you may have to create presentations for some of your courses)

Skill: E-Mail

You need a functional understanding of the following:

- Send, receive, and delete messages
- Attach and detach files
- View and launch attached files
- Print message

PLEASE NOTE: Microsoft Works and Word Perfect are **NOT** acceptable.

By signing my name below, I recognize that I am submitting my signature, and I certify that information on this form is complete, accurate, and true. I have access to a computer system and the Internet with the minimum requirements listed above. I understand that it is my responsibility to maintain my own computer system and/or access to an equivalent system throughout my enrollment in this degree advancement option. I have reviewed and understand the technical competency skills that will be expected of me to successfully complete this online degree advancement option.

Name (Printed)

Date

Signature