Metropolitan State University

College of Nursing and Health Sciences
Department of Nursing

Graduate Computer Proficiency Form

Name: _____ Student ID Number: _____

Last, First, MI (please print legibly)

I According to the Department of Nursing policy, admitted students are expected to establish and maintain an e-mail account through Metropolitan State University.

My Metropolitan State University E-mail Address is: _____

II Graduate nursing and health sciences programs at Metropolitan State utilize a combination of traditional face-to-face classroom courses, Web-enhanced courses, and online courses. The following validation is required and must be completed and submitted prior to beginning courses within the Department of Nursing.

Department of Nursing computer proficiency expectations for all students	I possess this technology (√)	I will possess this technology prior to starting graduate nursing courses (√)
Technological Requirements for all Graduate Students:		
A laptop or desktop computer that supports basic minimum requirements. Check here: Online Learning Computer System Requirements or D2L support		
Operating system requirements		
Internet browser requirements		
Virus software which is current and consistently updated		
Reliable and consistent access to the internet (high speed internet recommended)		
Microsoft Office programs for Mac or PC		
QuickTime, Windows Media Player (or equivalent to view videos)		
Adobe Reader (or equivalent to view PDF files)		
Courses may require a webcam and headset with microphone for synchronous online courses		
Additional technological requirements for all nurse practitioner students:		
A mobile device that supports clinical based applications (labs, medications, etc.)		
A program such as Epocrates or Lexi-Comp for a mobile device is required for the clinical courses.		

Approved 12/10; Revised 9/11, 12/12; Reapproved: 10/11; 12/12; 9/13; 6/18

Technological competencies for all graduate students	I am able to perform this competency (√)	I will be able to perform this competency prior to starting graduate nursing courses (√)
Computer System Competencies		
Operate a computer system, software, and peripheral devices		
Modify security settings (cookies/pop ups, etc.) and plug ins per software requirements		
Organize files on personal computer/portable drive		
Microsoft Office Competencies		
Create and manage Microsoft Word documents **(Format paragraphs, margins, fonts, headers, tables, and cut/copy/paste/save in various formats)**		
Create and deliver basic PowerPoint presentations		
Create voice over PowerPoint presentations		
Create and manage basic spreadsheets within Microsoft Excel		
Other computer program or technology competencies		
Navigate the Internet and perform basic searches		
Perform basic literature searches using academic data bases		
Utilize email functions **(send/receive email, send/receive attachments)**		
Send faxes		
Operate a document scanner and save/send scanned files		
Utilize bibliography and citation management software **(Zotero or RefWorks)**		

I understand the above technologies/skills are required components of my program.

Student Signature: _____ **Date:** _____

Student Resources:

Microsoft Office Tutorials
http://office.microsoft.com/en-us/support/training-FX101782702.aspx

'How to…' articles from Microsoft
https://support.office.com/en-us/office-training-center

Macintosh Tutorials
http://www.apple.com/findouthow/mac/

Metropolitan State University Information Technology Home Page
http://www.metrostate.edu/msweb/resources/depts_services/it/index.html

RefWorks Tutorial
http://www.refworks.com/tutorial/

Zotero Tutorial
http://www.zotero.org/support/screencast_tutorials

Adobe Reader
http://get.adobe.com/reader/

Lynda.com
http://www.metrostate.edu/msweb/resources/academic_ss/lynda/

Brightspace D2L Help
https://www.metrostate.edu/student/university-info/university-info/center-for-online-learning

Online Learning Computer System Requirements
http://www.minnstate.edu/online/computerreqs.html

D2L support
https://www.d2l.com/support/