

College of Nursing

at the University of Missouri-St. Louis

College of Nursing requires all students to be computer proficient prior to entering their clinical courses.
STUDENTS MUST INDICATE PROFICIENCY IN THE FOLLOWING SKILLS:

Required skills:

- Logging onto the University's portal (mygateway.umsl.edu)
- Send, receive, and respond to web-based email on and off campus
- Attach a document/file to an email message
- Familiar with using a graphical interface to access programs (use of Icons on the desktop)
- Start up and switch between multiple programs/windows
- Copy/create, move, rename and delete folders
- Able to use/search a web browser to access the Internet (ex. Internet Explorer, Netscape, Mozilla)
- Able to create/organize bookmarks (favorites) in the web browser
- Use the Internet to collect & print information
- Able to download programs from the Internet to their computer (ex. Acrobat reader & plug-ins)
- Able to save, copy & incorporate Internet information into a work processing program (ex. Word, Powerpoint, etc...)
- Create/Save/Edit/Print a document using Word
- Able to read a spreadsheet

Preferred, but not required:

- Able to create/edit/enter formulae for calculations, and create graphs using spreadsheet (Excel)
- Able to create PowerPoint presentations (including inserting video clips, sounds, graphics & links to the presentation)

The College of Nursing has adopted:

- Windows (XP) operating system
- Microsoft Office Products, (Word, Excel, Access, PowerPoint, Publisher) as its primary application software*
- APA, 5th edition is the standard manuscript style. (The University bookstore has APA disks available for Word)

**Online students are required to have Microsoft Office program on their home computer*

The University has adopted:

- Blackboard (MyGateway) as its course management/email software

I do meet the College of Nursing requirements for computer proficiency requirement

I do NOT meet the College of Nursing requirements for computer proficiency requirement

Resources for computer literacy proficiency:

- Computer course (<http://www.umsl.edu/technology/publications/stutechguide/>)
- Computer lab training
<http://www.umsl.edu/technology/publications/stutechguide/campus.html#training>

Signature

Date

Print Name