



Students in the graduate programs at The College of St. Scholastica will be using a variety of technology in order to be able to incorporate new approaches in their disciplines. Applicants are required to rate their competency level in computer programs that may be used during their graduate program. This form is used to assess student needs.

**Applicant Data**

(please type or print)

Full name \_\_\_\_\_  
last first middle

Term attending  Fall  Spring  Summer 200\_\_\_\_

**Program** (check only one):

- Curriculum and Instruction  Educational Media and Technology
- Graduate Teaching Licensure  Health Information Management
- Healthcare Informatics Certificate Track \_\_\_\_\_  Management – Campus \_\_\_\_\_
- Nursing – Master’s Track \_\_\_\_\_  Nursing – Post-Master’s Track \_\_\_\_\_

**Skill Level**

Rate yourself in the following areas: (circle the best response)

		Expert			Proficient			Beginner
<i>Word processing:</i>	Basic Word processing	5	4	3	2	1		1
	Headers/Footers	5	4	3	2	1		1
	Inserting Objects	5	4	3	2	1		1
	Formatting	5	4	3	2	1		1
	Tables	5	4	3	2	1		1
<i>Spreadsheets:</i>	Basic Spreadsheets	5	4	3	2	1		1
	Sorting Data	5	4	3	2	1		1
	Creating Graphs	5	4	3	2	1		1
	Pivot Tables	5	4	3	2	1		1
<i>Database:</i>	Basic Database	5	4	3	2	1		1
	Relationships	5	4	3	2	1		1
	Primary and Foreign Keys	5	4	3	2	1		1
	Tables	5	4	3	2	1		1
	Forms	5	4	3	2	1		1
	Reports	5	4	3	2	1		1
<i>Internet:</i>	Basic Internet	5	4	3	2	1		1
	Searches	5	4	3	2	1		1
	Bookmarks	5	4	3	2	1		1
	Referencing	5	4	3	2	1		1
<i>PowerPoint:</i>	Basic PowerPoint	5	4	3	2	1		1
	Animated Text and Objects	5	4	3	2	1		1
	Basic Slide Show	5	4	3	2	1		1
	Links	5	4	3	2	1		1
<i>E-mail:</i>	Basic E-mail	5	4	3	2	1		1
	Attach Files	5	4	3	2	1		1
	Group Files	5	4	3	2	1		1
	Open Attachments	5	4	3	2	1		1

I certify the information given on this form is accurate and complete to the best of my knowledge.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_