

Candidate Name: _____ Date: _____

E-Mail Address: _____

Technology Skills Checklist
For Professional Development & Enrichment
Master's in Student Affairs Program

Directions: The Technology Skill check list for Professional Development and enrichment will guide the candidate for the Master's in Student Affairs and Advisor of the student's technology skills. Please rate yourself on a scale of **1 low** and **10 high** as to your current usage of computers and technology.

1. Access to a computer with internet capabilities (**please circle one**)

1 2 3 4 5 6 7 8 9 10

2. Knowledge of appropriate maintenance, care and operation of various techniques of a monitor, keyboard disk drive, mouse, printer, scanner, etc. (**please circle one**)

1 2 3 4 5 6 7 8 9 10

3. Basic operations of saving files to a disk, transferring files, and attaching files to an email (**please circle one**)

1 2 3 4 5 6 7 8 9 10

4. Identify and troubleshoot minor technical problems (**please circle one**)

1 2 3 4 5 6 7 8 9 10

5. Word processing which includes creating documents, saving documents, checking spelling and grammar on documents, editing documents, creating tables, etc. (**please circle one**)

1 2 3 4 5 6 7 8 9 10

6. Data base management which includes navigating through a contemporary database program, editing text in a field, entering and editing data, etc. (**please circle one**)

1 2 3 4 5 6 7 8 9 10

7. Spreadsheet development which includes, identifying rows and columns, entering and editing information, and creating graphs and charts from the database (**please circle one**)

1 2 3 4 5 6 7 8 9 10

8. Multimedia procedures for inputting text and graphics, import and exporting data and creating PowerPoint presentations, etc (**please circle one**)

1 2 3 4 5 6 7 8 9 10

9. Telecommunication which includes navigating the web, send and receiving emails and opening attachments (**please circle one**)

1 2 3 4 5 6 7 8 9 10

10. Overall comfort level with technology for research (**please circle one**)

1 2 3 4 5 6 7 8 9 10